

# **ALASKA WIC PROGRAM VENDOR MANUAL**



State of Alaska  
Department of Health and Social Services  
Division of Public Health  
Section of Maternal, Child, and Family Health  
WIC Nutrition Services  
Revised August 2002





# **THE SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN**

**State of Alaska  
Department of Health and Social Services  
Division of Public Health  
Section of Maternal, Child, and Family Health  
WIC Nutrition Services**

Revised  
August, 2002

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# **Purpose of the Alaska WIC Vendor Manual**

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The Alaska WIC Vendor Manual is designed as a tool to help vendors (stores) operate in compliance with Federal regulations when handling WIC transactions. It contains WIC program rules and regulations. This Manual gives you ready access to information you need when conducting business with WIC participants. It should be available to all of your store's employees, since it contains information necessary for correct handling of WIC transactions at the store. It should also be used in training new personnel, and as a reference on a regular basis. We invite your comments and suggestions. This Manual is intended to be an aid in developing an effective partnership between private retail business and the State of Alaska WIC Program. Together we are improving the health of children and their mothers throughout our state. WIC vendors play an important role in reaching this program's objectives. Your participation as an authorized WIC vendor brings with it many responsibilities. Through our cooperative partnership the WIC customer will be better served.



Dr. Nancy Rody

Alaska State WIC Director

## What is WIC?

WIC stands for the Special Supplemental Nutrition Program for Women, Infants, and Children. This health program provides nutritious food to low income pregnant women, women who have just had a baby, breastfeeding women, infants, and children up to age 5. These people have been certified at a local WIC Nutrition Clinic to be at "nutritional risk" because of poor nutrition, other health problems, or both. The nutritional status of each WIC participant is assessed through laboratory tests, measurements and health histories taken by a nutritionist or other health professional before he or she is certified. This certification is only for a specific time period, usually six months, and can be renewed only after another nutritional assessment at the clinic.

WIC foods are important because they help prevent anemia, increase the birthweight of infants, and improve mental and physical growth. WIC foods are prescribed by a nutritionist to supplement the diet in protein, vitamin C, vitamin A, folic acid, iron and calcium. WIC saves health care dollars. For every dollar spent on WIC, about three dollars are saved in health care costs.

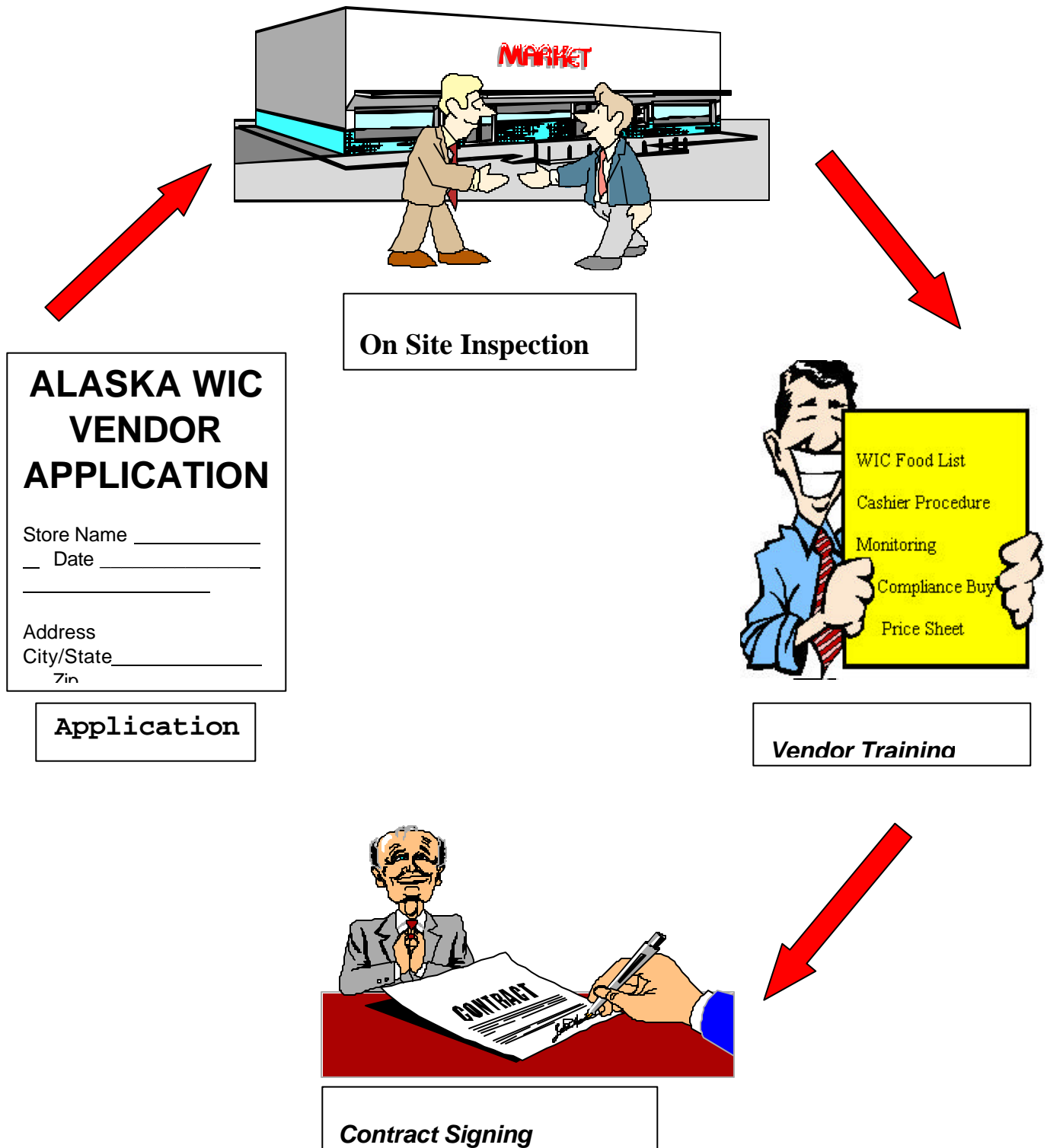
WIC foods are provided to participants through WIC warrants. Since participants have different nutritional needs, there are several types of WIC warrants. WIC warrants may be accepted only by vendors who have a written agreement with the Alaska WIC Program. Vendors are an important part of the WIC Program because they sell the prescribed foods for WIC participants. WIC vendors must provide only the foods listed on the WIC food list. The WIC warrant is like a check which is drawn upon a State of Alaska account. The store deposits the warrant into its own bank account just like personal checks.

Participants or an assigned alternate person may shop for WIC approved foods. They are taught how to use WIC warrants. A customer's picture or signature ID card such as driver's license, school ID, or vendor approved identification for cashing checks should be presented when warrants are redeemed.

## Who administers the WIC program?

The Food and Nutrition Service of the U.S. Department of Agriculture provides the Alaska Department of Health & Social Services with WIC funds. In 2001, the Alaska WIC Program purchased nearly \$15.1 million of food in Alaska retail stores. The Alaska Department of Health & Social Services administers the WIC Program through local health departments, native corporations, and social services agencies. These are called WIC Local Agencies.

# Chapter 1 Vendor Authorization



## What are the steps in becoming a WIC vendor?

1. Vendors wishing to participate in the WIC Program should submit a written request to the State WIC Office at this address:  
  
WIC Program  
Section of Maternal, Child & Family Health  
Department of Health & Social Services  
130 Seward Street , Room 508  
Juneau, AK 99801  
ATTN: WIC Vendor Coordinator
2. Upon receipt of the written request, and if a Vendor is needed in that area, an information packet will be mailed to the applicant vendor. The information packet will include a WIC Vendor Application and Price Sheet which must be completed and returned to the address listed above. The WIC Price Sheet information will be reviewed to determine competitiveness of prices. The packet will also include the WIC Food List, a vendor manual, vendor guide and video.
3. A pre-agreement on-site visit is made by a WIC representative. The visit will determine if:
  - There is sufficient stock of WIC food items; (see Minimum Stock Requirements on page 11)
  - The submitted prices are accurate;
  - The location of the store is accessible to WIC participants;
  - Fresh merchandise is available and the store is clean;
  - Vendor understands information contained in the information packet, including the WIC Vendor Manual; and
  - Vendor's state and local operating licenses or permits are current.
4. A report of the visit is then reviewed by the State WIC Office. The WIC Vendor Coordinator will make a determination concerning the offering of an Agreement. If an agreement is offered, the vendor will be mailed a WIC Vendor Agreement for signature.
5. The signed WIC Vendor Agreement is returned to the State WIC office for countersignature by the State WIC Director. A copy of the countersigned Vendor Agreement will be returned to the vendor.
6. The Vendor will be notified of the date they may begin accepting WIC warrants. The vendor must not accept WIC warrants before this date.

## **Why is it necessary to sign a WIC Vendor Agreement?**

- It is required by Federal WIC Regulations.
- It ensures the store's commitment to provide only the foods and quantities specified on the WIC warrant at the customary selling price.
- It ensures that you are aware of the Federal Regulations that you are required to follow.

## **What else is involved?**

As mandated by Federal regulations, State and Local WIC agencies periodically monitor and train vendors to ensure compliance with Federal and State regulations and detect any attempts to abuse or defraud the Program. This may be done through a review of records, or a visit to the store by a WIC staff person. The monitoring can include:

- physical inspection of the store
- inventory of WIC-approved foods
- WIC food price review
- review of cashier knowledge of the WIC Program and check-out procedures
- review of inventory records
- review of cashed warrants
- compliance buys/mystery shopper (a WIC representative posing undercover as a WIC participant making WIC food purchases)

All vendors, no matter where they are located, or how large or small they are, are reviewed and evaluated equally.






## Using WIC Warrants/Food Pick-Up Slip

# WIC Warrants

## SAMPLE WIC WARRANT

500-00:123-45-6789-081999:		<b>STATE OF ALASKA</b>		89-52	Warrant No. 10001673
WIC Participant must use this warrant between 08/19/1999 and 09/19/1999		<b>TREASURY WARRANT</b>		1252	
		<b>WIC PROGRAM</b>			
Signature _____				Actual Amount of Sale \$ _____	
Guardian Or Alternate for Client _____				Not to Exceed \$150	
1&1/2 doz..EGGS, medium or large					
2.....JUICE, 46 oz can, 11.5 oz conc., or 12 oz frozen					
6 12 fl oz MILK, evaporated					
1 can.....SALMON, pink, 14.75 oz					
				<b>VOID</b>	
				Vendor Stamp Vendor must deposit by 11/19/199 or Warrant will be deemed paid	
10001673 125200523					

There is one basic type of WIC warrant. However, there are differences in the kinds and amounts of foods printed on an infant's, child's, or woman's warrant.

A warrant made out for an infant usually includes the following items:

- iron-fortified infant formula
- iron-fortified cereal
- fruit juice high in Vitamin C

Women and children's warrants usually include:

milk and/or cheese	fruit juice, high in Vitamin C
eggs	peanut butter or dried beans, peas and lentils
hot or cold cereal	

WIC customers may have more than one warrant to be redeemed at a time.

Warrants can be issued to WIC customers one or two months ahead of valid redemption dates. **Warrants, however, can only be redeemed during valid redemption dates.**

Special WIC warrants are sometimes issued. Special warrants may contain special infant formula, UHT or goat milk, canned salmon/tuna, carrots high calcium juice or other items, such as canned beans instead of dried. WIC participants can get these items **if printed** on their warrants.

## What is the Procedure for accepting WIC Warrants

### Cashier Instructions for Accepting Alaska WIC Warrants

1. Check the customer's picture ID. The name on the ID must be on the WIC warrant(s).
2. **Check the dates** printed on the warrant(s). Do not accept a warrant before the first date or after the last date printed on the warrant.
3. Compare the amounts and types of foods selected by the customer with the items printed on the warrant(s). The WIC Food List gives specific food types and brands. The customer is not required to buy all of the foods on the warrant (except baby formula). The customer cannot buy more than the amounts listed; however, they may use the store's "buy one, get one free" offers like other customers. The customer **must buy all the formula** designated on the warrant.
4. Ring up the items, separating by warrant if there is more than one warrant. Deduct for any coupons and write the total on each warrant. Do not charge sales tax. A single warrant cannot exceed \$150.
5. Have the customer sign the warrant.
6. Compare the signature on the warrant with the signature on the customer's ID.
7. Write "WIC" on the back of the cash register receipt.
  - WIC purchases are tax exempt.
  - Do not give rain checks for WIC foods.
  - Do not accept warrants that appear to be altered.
  - Do not give cash refunds for WIC purchases.
  - If you make an error when you write the amount on the warrant, draw a single line through the incorrect amount and write the correct amount next to it. Initial the change and also have the customer initial it. Attach the cash register receipt to the warrant with a pink Dollar Change Slip and give it to your manager. (The customer does not need the receipt as cash refunds cannot be given for WIC foods.)
8. **Stamp** store's Vendor Number in the box below the actual amount of sale on the front of the warrant.

## WIC Customer Responsibilities

WIC Customers are responsible for using WIC warrants correctly. They are provided training on how to shop with WIC warrants by their WIC clinics. If a WIC customer tries to purchase non-WIC items or is abusive, please inform the local WIC agency. You may also use the complaint form in this Manual. Follow-up action will be taken by the WIC Program with WIC customers who are abusive.

## Food Pick-up Slip

Some vendors in bush Alaska are authorized to issue “pick-up slips” in situations when severe weather problems delays freight shipments. Use of pick-up slips is monitored closely by the State WIC Office. The illustration next page shows the correct procedure for issuing a pick-up slip. A detailed instruction on food pick-up slip is also shown on the following pages.

### **Important points to remember when issuing a pick-up slip:**

- Item(s) MUST be received by WIC participant during VALID DATES of the WIC warrant.
- If freight may not be delivered until AFTER the last date of the warrant, DO NOT issue a pick-up slip.
- A separate pick-up slip should be issued for EACH different item.
- Only ONE warrant should be listed on each pick-up slip.
- Manager and participant MUST sign & date white copy when item is picked up and it MUST be sent to State WIC Office.



## WIC Food Pick-up Slips

Please use this guide as a reference when issuing WIC Food Pick-up Slips. See other side for an example of a pick-up slip completed correctly. Use slips in numeric order by CONTROL NO. in upper right corner. All slips MUST be accounted for. Send PINK copies to the State office at the end of each month. After participants pick up their items, return the signed and dated WHITE copies to the State office. For assistance, call (907) 465-3100.

1. Write or Stamp Vendor Number here.

Vendor Name can be written or stamped in advance to save time.

3. IF estimated delivery date is OK for issuance of pick-up slip, write Participant Name, Phone Number, Warrant Number and Valid Dates. IF participant has more than one warrant, complete a separate slip for each warrant and each item.

5. Use ONE pick-up slip for EACH item. Ex. Put eggs on one slip and milk on another. Write HOW MUCH of each item is to be picked up, ex. 2 doz eggs or 5 qt. UHT milk.

6. Write the TOTAL price for the amount of the item to be picked up, (NOT individual unit prices). The price shown should match the price on the receipt. RING UP THE PRICE ON THE SLIP, along with any other WIC items being purchased.

**WIC Food Pick-Up Slip**

Control No. -xxxxx

This slip can only be issued if the WIC food item will be delivered within the valid dates of the participant's WIC warrant. Use one slip for each food item that is out of stock.

**When your store gives WIC Food Pick-up Slip**

Name of Store \_\_\_\_\_ Date Issued \_\_\_\_\_

Name of WIC Participant \_\_\_\_\_ Phone # \_\_\_\_\_

WIC Warrant Number \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Valid Dates of WIC Warrant \_\_\_\_\_

Name and Signature of Manager/In-Charge \_\_\_\_\_

Name and Amount of WIC Food Item to be Picked-up	Price (\$)	Estimated Date WIC Food Item will be Available

**When WIC participant picks-up WIC food item**

Signature of Participant/Guardian/Ultimate \_\_\_\_\_ Date Picked Up \_\_\_\_\_

Signature of Store Manager/In-Charge \_\_\_\_\_

White Copy - Participant/Guardian Yellow Copy - Store Pink Copy - State WIC Office

2. Manager must check the valid dates on the participant's WIC warrant and decide ...

WILL WIC ITEM BE AVAILABLE AT STORE within the valid dates of the WIC warrant? If YES, write in expected delivery date.

**IF NOT, STOP— DO NOT ISSUE Pick-Up Slip.**

4. Manager must sign here and write the date issued at the top.

**DO NOT COMPLETE THIS SECTION** until the participant comes back with the WHITE COPY to pick up the WIC item. (The participant and the manager must BOTH sign the white and yellow copies. The manager must write the date the item was picked up by the participant.)

7. Give WHITE COPY to participant and instruct him or her to bring it back to the store on the date identified in Step 2. (At end of month after item is picked up, white copy is sent to State office to show that client received item.)

- 8.

## Sample of A Correctly Completed WIC Food Pick-Up Slip

**WIC Food Pick-Up Slip** Control No. 22351

This slip can only be issued if the WIC food item will be delivered within the valid dates of the participant's WIC warrant. Use one slip for each food item that is out of stock.

When your store gives WIC Food Pick-up Slip

Name of Store WIC STORE Date 1-03-02

Name of WIC Participant WIC PARTICIPANT Phone # 123-4567

WIC Warrant Number 89123081 From 01/02/02 To 02/02/02

Valid Dates of WIC Warrant

Name and Signature of Manager/In-Charge STORE MANAGER [Signature]

Name and Amount of WIC Food Item to be Picked-up	Price (\$)	Estimated Date WIC Food Item will be Available
<u>5-12 oz comp milk @ \$1.50/cn</u>	<u>\$ 7.50</u>	<u>1/31/02</u>

When WIC participant picks-up WIC food item

Signature of Participant/Guardian/Alternate WIC Participant Date 1/31/02

Signature of Store Manager/In-Charge [Signature]

White Copy - Participant/Guardian Yellow Copy - Store Pink Copy - State WIC Office

PRINTED & ISSUED BY: [illegible]

Only ONE warrant number is written.

Estimated Date WIC Food Item will be available is during the valid dates of the WIC warrant

The quantity, size and name of the WIC food item is written.

The total price matches the amount of the food item.

WIC participant picked-up the food item during the valid dates of the WIC warrant.

If Date Picked Up is blank OR if the date is AFTER the last date of the warrant, the store will be required to pay the amount back to the State.



IF YOU ARE ISSUING SEVERAL PICK-UP SLIPS PER MONTH AT YOUR STORE, PLEASE REVIEW YOUR INVENTORY & ORDERING SCHEDULE TO ENSURE ADEQUATE STOCK OF WIC ITEMS.

## WIC Food Pick-up Slip Instructions

The WIC Food Pick-Up Slip is used when there are inadequate WIC food item/s on stock at your store. The **manager/in-charge** is responsible for issuing WIC Food Pick-up Slips to WIC participants. The WIC Food Pick-Up Slip is a triplicate form that must be used in sequential **numerical control number** and can **only** be issued if:

- the WIC food item will be delivered within the valid dates of the participant's WIC warrant and;
- there are no alternative WIC food item choices available (for example: slips cannot be issued for Life or apple juice if other WIC cereal or juice choices are available).

Instructions for issuing WIC Food Pick-up Slip are as follows:

### **When your store gives WIC Food Pick-up Slips**

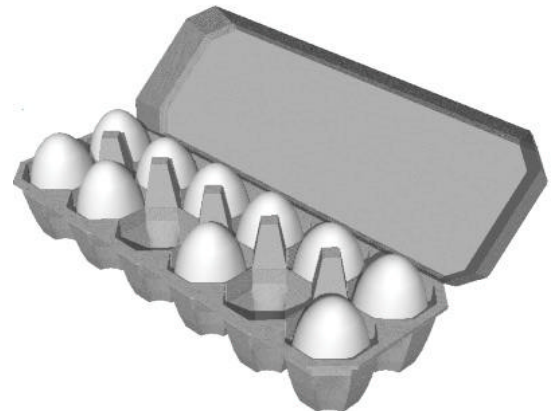
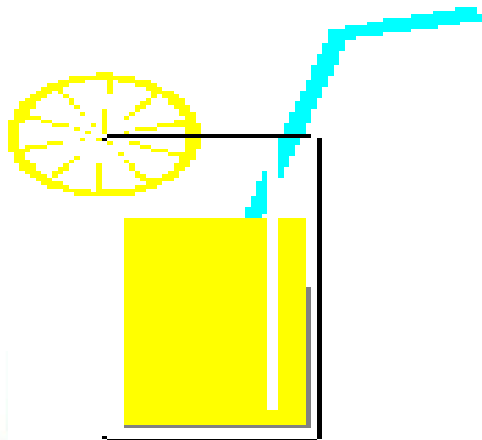
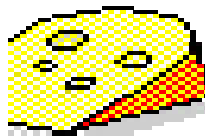
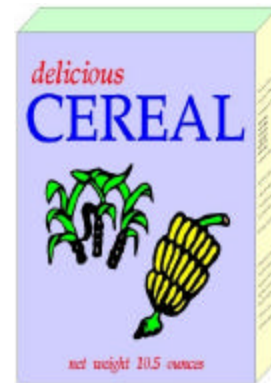
1. Check participant's WIC warrant dates versus the delivery date of the WIC food item.
2. If the delivery date of the WIC food item is **within** the participant's WIC warrant valid dates, fill in the following information:
  - ✓ WIC Vendor Stamp
  - ✓ Name of Store
  - ✓ Date
  - ✓ Name of WIC Participant
  - ✓ Participant's Phone Number
  - ✓ WIC Warrant Number
  - ✓ Valid Dates of WIC Warrant
  - ✓ Name and Signature of Manager/In-Charge
  - ✓ Name and Amount of WIC Food Item to be Picked -Up with corresponding Price (\$), and Estimated Date WIC Food Item will be Available
3. Tell the WIC participant to:
  - show the WIC Food Pick-up Slip at the cash register when she is done shopping so that the cashier can include the price of the out of stock WIC food item on the WIC warrant; and
  - return to the store **with the WIC Food Pick-up Slip** on the delivery date of the WIC food item.
4. Submit pink copies of the WIC food pick-up slips at the end of the month to the State WIC office.

### **When WIC Participant Picks-Up WIC Food Item**

1. Ask the WIC participant to sign white and yellow copy.
2. The manager/in charge signs also.
3. Submit white copies of the WIC food pick-up slip that has the participant's signature to the State WIC Office at the end of the month.
4. Retain yellow copy for your store's record.

Voided WIC Food pick-up slips **must** be mailed to the State WIC Office at the end of the month. The State WIC office will request a refund from vendors for (1) WIC food items provided after the last day of the 30-day valid dates of the WIC warrant and (2) pick-up slips without the participant's signature.

**Do not accept WIC Food Pick-Up slips issued by other WIC stores.**



Stock Requirements

Stock Requirements





## Minimum Stock Requirements

By signing the WIC Vendor Agreement, the Vendor agrees to stock the following foods, in the minimum amounts specified, at all times. All these foods must be within the manufacturer's expiration date. The types of foods must be from the WIC Food List. The following items and sizes are the minimum inventory of eligible food items for stores other than pharmacies\*.

Food Item	Type of Inventory	Quantities required to stock
MILK	<u>Fluid Milk (Whole/Skim/Low Fat ):</u> gallon and half gallon <u>or</u> <u>UHT:</u> quart package <u>or</u> <u>Nonfat dry:</u> quart package <u>or</u> <u>Evaporated:</u> 12 oz can	Total of 18 gallons fluid milk Total of 54 quarts Total of 80 quarts when reconstituted Total of 96 - 12 oz cans
CHEESE	Two varieties from the WIC Food List: No packages smaller than 8 ounces	Total of 8 pounds
CEREAL	Five varieties (four cold, one hot) from the WIC Food List: Minimum box size 8 ounces	Total of 12 boxes
EGGS	Small, medium or large. White only	Total of 8 dozen
JUICES	Three varieties from the WIC Food List: frozen, concentrate or canned	Equivalent combination of: 24 – 11.5/12 oz frozen/conc, or 24 - 46 oz cans
CARROTS	Fresh, frozen (plain), or canned (plain)	4 - 2 lb. bags fresh, or 8 - 1 lb. bags frozen, or 8 - 14.5 oz cans
SALMON & TUNA	Pink, canned <u>and</u>  Plain, packed in oil (no olive oil) or water	8-14.75 oz cans  16 – 6 or 6.25 oz cans
DRIED BEANS, PEAS & LENTILS & MIXED BEANS	Two varieties from the WIC Food List	4 - 1 pound bags
PEANUT BUTTER	Low sodium, Low sugar allowed. No low fat, or added marshmallow, jelly, honey or molasses. No organic.	4 - 18 oz jars
INFANT CEREAL	Two cereal grains: 8 oz or 16oz boxes (one must be rice) Gerber, Heinz and Beechnut brands only.	Total of 12 boxes
INFANT FORMULA	WIC contract formula (milk base <u>and</u> soy base) in powder and concentrate form  <b>(*Not required in small villages if there are no participants using them. Local WIC agency will inform vendors if there is need to stock items. Vendor must stock items within 72 hours of local WIC agency request.)</b>	Total of 32 – 14.3 oz cans Enfamil powder Total of 9 – 14.3 oz cans Enfamil Prosobee powder* Total of 18 – 14.3 oz cans Enfamil Lactofree powder* Total of 16- 13 oz cans Enfamil Prosobee concentrate*  Total of 31-13 oz cans Enfamil concentrate*

Vendors in rural locations with population of less than 5,000 are required to stock UHT, powdered and evaporated milk only, and are not required to stock fresh milk, infant formula or infant cereal. Local WIC agency will inform vendors if infant formula and infant cereal is needed to be stocked. Vendor must stock items within 72 hours of Local WIC agency request. \*Pharmacies must maintain a minimum formula stock and must provide special formula(s) within 72 hours.



Food List

## What is the Alaska WIC Food List?

The list of authorized WIC foods is published by the State WIC Office. The food list is a ready reference for cashiers when a WIC warrant is redeemed. The food list must be kept at each register as a handy reference. The WIC food list is updated periodically. On the next page is the Alaska Food List, effective October 1, 2002.

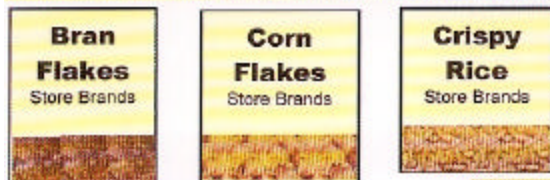
## WIC Contract Infant Formulas

The Alaska WIC Program contracts with formula companies for rebates which bring additional funds to the State, allowing more Alaskans to participate in the Program. Participants are required to use contract formulas, unless there is a medical reason that another formula is necessary. WIC vendors, except those in rural areas, are required to stock the WIC contract formulas, (one milk-based formula, and one soy-based formula). If there are any changes in the contract brand or formula stocking requirements, the vendor will be informed ell in advance.



# Alaska WIC Food List: Oct

## Cold Cereals



Bran Flakes  
Ralston, Sa

Corn Flakes  
Ralston, Sa

Crispy Rice  
Malt-O-Meal

Toasted Oats  
(Tasteless,)  
(Tasteless,)

Frosted Shredded  
Meyer, IGA,



## Hot Cereals



## Baby Cereals



## 46 Ounce Juice-100% Canned



Juices  
in  
Plastic  
Containers  
46 oz.



## EGGS

Small, medium or large. **NO** brown, low-cholesterol, organic, Eggland's Best Brand, "Naturally Nested" or Free Range eggs.

## MILK

Fresh- whole, skim, 1% low fat, light, 2% reduced fat, lactose free or reduced, calcium or protein fortified, acidophilus or buttermilk. **Evaporated, Ultra Pasteurized, Dry, UHT, or Goat Milk (only if printed on warrant).** **NO** chocolate, fruit-flavored, or containers smaller than 1 quart. **NO** organic milk.

## CHEESE

American, Cheddar (**NO** sharp or extra sharp Cheddar) Colby, Colby-Jack, Monterey Jack, Mozzarella (regular,) Swiss. Package size 8 oz. or larger only. Low sodium, low fat allowed. **NO** cheese food, product or spread. **NO** individually sliced **except** for American. **NO** shredded, grated, imported, deli, single wrap, flavored or organic cheese.

## INFANT FORMULA

Type and amount printed on warrant. **NO** low iron unless printed on warrant.

## DRY BEANS, PEAS, LENTILS

Any kind. **NO** bulk products.

## PEANUT BUTTER

Any brand, 18 oz. jar or less. Low-sodium, low-sugar allowed. **NO** low-fat, or added marshmallows, jelly, honey or molasses. **NO** organic peanut butter.

## CANNED SALMON OR TUNA

Canned pink salmon: (14.75 oz.)  
Canned tuna, Plain: (5.25 or 6.0 oz.)  
Packed in water or oil. **NO** tuna in olive oil. **NO** albacore or white tuna.

## CARROTS

Fresh, frozen or canned, plain. No added ingredients like sauces or herbs. **NO** organic carrots.

## OTHER

Other items allowed only if printed on the warrant.

## Cashier Instructions

1. Check the customer's picture ID. The name on the ID must be on the WIC warrant(s).
2. Check the dates printed on the warrant(s). Do not accept a warrant before the first date or after the last date printed on the warrant.
3. Compare the amounts and types of foods selected by the customer with the items printed on the warrant(s). The WIC Food List gives specific food types and brands. The customer is not required to buy all of the foods on the warrant (except baby formula). The customer cannot buy more than the amounts listed; however, they may use the store's "buy one, get one free" offers like other customers. The customer must buy all the formula designated on the warrant.
4. Ring up the items separating by warrant if there is more than one warrant. Deduct for any coupons and write the total on each warrant. Do not charge sales tax. A single warrant cannot exceed \$150.
5. Have the customer sign the warrant.
6. Compare the signature on the warrant with the signature on the customer's ID.
7. Write "WIC" on the back of the cash register receipt.
  - WIC purchases are tax exempt.
  - Do not issue rain checks for WIC foods.
  - Do not accept warrants that appear to be altered.
  - Do not give cash refunds for WIC purchases.
  - If you make an error when you write the amount on the warrant, draw a single line through the incorrect amount and write the correct amount next to it. Initial the change and also have the customer initial it. Attach the cash register receipt to the warrant with a pink Dollar Change Slip and give it to your manager. (The customer does not need the receipt as cash refunds cannot be given for WIC foods.)
8. Stamp store's Vendor Number in the box below the actual amount of sale on the front of the warrant.



## The WIC Food Price Sheet

On the following pages, you will find copies of the WIC Food Price Sheet. You will be asked to complete a price sheet twice a year or at other times if requested by the State WIC Office. Completed price sheets are due to the State WIC Office no later than September first and March first of every year. It is very important that you complete and return this form. In some areas, the WIC Coordinator or his/her staff will also complete this form as part of the vendor monitoring process. However, the monitoring process does not relieve you of your obligation to complete and submit your store's price sheets in a timely manner.

It is helpful to remember the following:

1. Write only the prices for the foods listed. If you do not carry a certain item, leave the space blank. (Check minimum stocking requirements in your Vendor Agreement and be sure that prices are listed for all required items.)
2. Enter prices only for the sizes listed. For example, if the price sheet calls for the price of two pounds of fresh carrots, and you do not have this item on stock, do not enter the price for two one pound bags; leave the space blank. Enter only unit prices, not 2 x \$1.85, etc.
3. Complete and sign the form and return it to the State WIC Office.



# WIC FOOD PRICE SHEET

Store Name \_\_\_\_\_ Store Manager Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Number of Checkstands \_\_\_\_\_ Vendor No. \_\_\_\_\_









Signature of Manager \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** List prices for all WIC Food Items currently in stock at your store. If more than one size of the product is in stock, please provide prices for all sizes. List the most expensive price for general items such as beans, eggs, milk, etc. Please indicate if the required minimum stock is on your shelves by checking "yes" or "no" in the space provided.

Mail completed price sheet to: State of Alaska, DHSS  
Div. of Public Health  
MCFH - Nutrition Services / WIC  
P.O. Box 110612  
Juneau, AK 99811-0612

For assistance, contact Vendor Staff at (907) 465-3100

Rev. 9/02






DRY BEANS/PEAS/LENTILS			Minimum Stock Requirements	
product	unit size	price per unit	Two varieties; total of four (4) 1 lb. bags	
Dry Beans	1 lb	\$	 	
Dry Peas	1 lb	\$		
Dry Lentils	1 lb	\$		
Mixed Bean Packs	1 lb	\$		
			Minimum stock on hand: Yes _____ No _____	
EGGS			Small, medium, large. White only. Total 8 dozen	
product	unit size	price per unit		
Small/Medium/Large	1 Doz	\$		
Small/Medium/Large	1-1/2 Doz	\$		
			Minimum stock on hand: Yes _____ No _____	
PEANUT BUTTER			Four - 18 oz. jars	
product	unit size	price per unit		
Peanut Butter	18 oz	\$		
			Minimum stock on hand: Yes _____ No _____	
TUNA AND SALMON			Tuna: 16 - 6 or 6.25 oz. cans AND Salmon: 8 - 14.75 oz. cans	
product	unit size	price per unit	 	
Tuna packed in water	6 / 6.25 oz	\$		
Tuna packed in oil (no olive oil)	6 / 6.25 oz	\$		
Canned Pink Salmon	14.75 oz	\$		
			Minimum stock on hand: Yes _____ No _____	
CARROTS			4 - 2 lb. bags fresh, or 8 - 1 lb. bags frozen, or 8 - 14.5 oz. cans	
product	unit size	price per unit	 	
Fresh Carrots	1 lb	\$		
Fresh Carrots	2 lb	\$		
Frozen Carrots	1 lb	\$		
Frozen Carrots	2 lb	\$		
Canned Carrots	14.5 oz	\$		
			Minimum stock on hand: Yes _____ No _____	



## MILK

**Minimum Stock Requirements:** Total of 18 gallons fluid milk, or 54 quarts UHT or 80 quarts dry milk (when reconstituted), or 96 (12 oz.) cans of evaporated milk.

**Minimum stock on hand?** Yes \_\_\_\_\_ No \_\_\_\_\_ Exempt from stocking fresh fluid milk \_\_\_\_\_

 Fresh Milk	price per unit			Evap / UHT / Goat		
	quart	1/2 gal	gallon			
Whole Milk	\$	\$	\$	product	size	price
Skim Milk	\$	\$	\$	Evap Milk	12 oz	\$
Low-Fat	\$	\$	\$	UHT Milk	1 qt	\$
Lactose Reduced	\$	\$	\$	Goat Milk	12 oz	\$
Calcium Fortified	\$	\$	\$	Goat Milk	1 qt	\$
Protein Fortified	\$	\$	\$	 		
Acidophilus	\$	\$	\$			
Buttermilk	\$	\$	\$			
 Dry Milk (any brand)	size	price	other sizes (dry milk as reconstituted)			
	4 qts	\$	size	price	size	price
	8 qts	\$		\$		\$
	12 qts	\$		\$		\$
	16 qts	\$		\$		\$
	20 qts	\$		\$		\$
	22 qts	\$		\$		\$

## CHEESE

**Minimum Stock Requirements:** Two varieties. Total of 8 pounds. No packages smaller than 8 ounces.

**Minimum stock on hand?** Yes \_\_\_\_\_ No \_\_\_\_\_

product	Price (for sizes shown)					
	8 oz	9 oz	10 oz	12 oz	1 lb (16 oz)	2 lb (32 oz)
American Cheese	\$	\$	\$	\$	\$	\$
Cheddar Cheese (NO sharp or extra sharp)	\$	\$	\$	\$	\$	\$
Colby Cheese	\$	\$	\$	\$	\$	\$
Colby Jack Cheese	\$	\$	\$	\$	\$	\$
Monterey Jack Cheese	\$	\$	\$	\$	\$	\$
Mozzarella Cheese, Reg	\$	\$	\$	\$	\$	\$
Swiss Cheese	\$	\$	\$	\$	\$	\$



## CEREAL

Minimum Stock Requirements: 5 varieties - four cold, one hot (minimum box size 8 oz., total of 12 boxes)  
Minimum stock on hand? YES ☐ NO ☐

### Cold Cereal

product	unit size	price/unit
Banana Nut Crunch	15.5 oz	\$
Corn Chex	12 oz	\$
Corn Chex	17.5 oz	\$
Grape Nut Flakes	14 oz	\$
Grape Nut Flakes	18 oz	\$
Honey Bunches of Oats with Almonds	16 oz	\$
Honey Bunches of Oats with Almonds	32 oz	\$
Life, plain	15 oz	\$
Life, plain	21.5 oz	\$
Oat Bran	15.5 oz	\$
Rice Chex	12 oz	\$
Rice Chex	17.5 oz	\$

Store brands are allowed for the following cereals as shown on the WIC Food List. They may include: Best Yet, Flavorite, Fred Meyer, IGA, Malt-O-Meal, Ralston, Safeway, Western Family

Please write the brand and size(s) being priced.

size	price/unit
Bran Flakes	\$
Corn Flakes	\$
Crispy Rice	\$
Frosted Shredded Wheat	\$
Toasted Oats	\$

### Hot Cereal

size	price/unit
Cream of Wheat, 1 minute	28 oz \$
Instant Oatmeal, regular flavor	11.8 oz \$
Malt-O-Meal, Quick or Chocolate	28 oz \$
Quaker Instant Grits; original	12 oz \$

### INFANT CEREAL

Minimum Stock Requirements: Two cereal grains (one must be rice) in 8 oz or 16 oz boxes; Gerber, Heinz, Beech Nut brands only. Total of 12 boxes.  
Minimum stock on hand? Yes ☐ No ☐

Infant Cereal	8 oz	\$
Infant Cereal	16 oz	\$

## JUICE

Minimum Stock Requirements: Three varieties; equivalent combination of 24 - 46 oz. canned or 11.5 concentrate or 12 oz. frozen. Minimum stock on hand? Yes ☐ No ☐

product	unit size	price/unit
Canned Apple Juice: Seneca Red Label, TreeTop	46 oz	\$
Canned Grape Juice: Welch's Purple or White	48 oz	\$
Canned Grapefruit Juice (any brand)	46 oz	\$
Canned Orange Juice (any brand)	46 oz	\$
Canned Pineapple Juice (any brand)	48 oz	\$
V8: Regular	46 oz	\$
Plastic Welch's Purple or White Grape	46 oz	\$
Frozen Conc. Apple Juice - Seneca Red Label, Western Family, Tree Top	11.5 or 12 oz	\$
Frozen Conc. Grape Juice - Welch's 100% Grape, White Grape or White Grape Blends	11.5 oz	\$
Frozen Conc. Orange Juice (any brand)	12 oz	\$
Frozen Conc. Grapefruit Juice (any brand)	12 oz	\$
Frozen Conc. Pineapple Juice (any brand)	12 oz	\$
Frozen Conc. Dole 100% Juice (any flavor)	12 oz	\$
Welch's 100% Juice (pourable concentrate - any flavor)	11.5 oz	\$
Juicy Juice (pourable concentrate - any flavor)	11.5 oz	\$

### INFANT FORMULA

Minimum Stock Requirements: Designated contract formula (Enfamil, Prosobee and Lactofree Iron Fortified) in powder and concentrate form. Total of:

- 32 - 14.3 oz cans Enfamil Powder
- 31 - 13 oz cans Enfamil Concentrate
- 9 - 14.3 oz cans Prosobee Powder
- 16 - 13 oz cans Prosobee Concentrate
- 18 - 14.3 oz cans Enfamil Lactofree Powder

Minimum stock on hand? Yes ☐ No ☐  
Exempt from stocking infant formula ☐

Enfamil Concentrate	13 fl oz	\$
Enfamil Powder	14.3 oz	\$
Enfamil RTF	32 fl oz	\$
Lactofree Concentrate	13 fl oz	\$
Lactofree Powder	14.3 oz	\$
Lactofree RTF	32 fl oz	\$
Prosobee Concentrate	13 fl oz	\$
Prosobee Powder	14.3 oz	\$
Prosobee RTF	32 fl oz	\$
Alimentum RTF	32 fl oz	\$
Nutramigen Powder	16 oz	\$
Pregestimil Powder	16 oz	\$
Pediasure RTF	8 fl oz	\$
Similac Powder	14.1 oz	\$



# What is the penalty for program violations?

## VENDOR ERRORS

Most violations of WIC Program regulations made by vendors are a result of inadvertent error or misunderstanding of regulations, not deliberate fraud or abuse. Vendors will be notified of errors, and may be offered additional training opportunities by the appropriate local WIC agency. If errors continue, and it appears that efforts to deal with them through education are not effective, the State Agency may take administrative action such as issuing an administrative warning and/or placing the vendor on probation.

These types of violations may include but are not limited to the following:

- Collecting sales tax on WIC purchases.
- Accepting WIC warrants outside of the valid dates shown on the warrant.
- Requiring a customer to make a cash purchase to redeem a WIC warrant.
- Refusing to accept manufacturers' coupons for WIC purchases.
- Giving cash refunds for WIC purchases.
- Other errors in carrying out the routine provisions of the vendor agreement.

## MONETARY CLAIMS BY THE STATE

The State agency will make monetary claims against a vendor for vendor violations. Monetary claims may constitute the partial or full purchase price of each food instrument that contained a vendor overcharge or other error. Monetary claims must be paid by the vendor within three weeks of notification.

The State agency may offset the claim against current and subsequent amounts to be paid to the vendor. The State agency will provide the vendor with an opportunity to justify or correct the vendor overcharge or other error.

IN ADDITION TO CLAIMS, if a pattern of redeeming warrants outside of valid dates, overcharges or other errors continues, the State agency may take administrative action such as issuing an administrative warning, placing the vendor on probation, suspending or disqualifying the vendor. Monetary claims by the State agency may include but are not limited to the following:

- Redeeming a WIC warrant outside the 30-day period during which it is valid for redemption by a WIC customer. These dates are printed on all WIC warrants. The claim will be the amount improperly charged for the WIC warrant(s).

- Charging a WIC customer more than the current shelf price for an item. The claim will be the amount improperly charged for the item(s).
- Improper WIC warrant redemption and/or charges which may include but not limited to:
  - incorrect signature of WIC participant or alternate;
  - missing/ineligible stamp of the Vendor ID number; and
  - incorrect change of dollar amount on the warrant.

## **PENALTY POINTS**

Penalty points will be applied to vendors who violate WIC Program regulations, based on the severity and nature of the violations, whether the violations represent repeated offenses over a period of time and whether the violations represent vendor policy.

The following are subject to ten (10) penalty points for each single violation:

- Non-payment of monetary claims by the State agency within 3 weeks of notification.
- Failure to maintain an acceptable record of inventory of WIC foods.
- Failure to maintain the required minimum inventory of WIC foods on at least two monitoring visits.

Penalty points will accumulate for a two year vendor agreement period, and can result in the following:

20 points = 6 months probation  
 30 points = 1 year probation  
 40 points = 6 months suspension  
 More than 40 points = 1 year disqualification

- Twenty penalty points in a two year period will subject a vendor to six months probation, during which time the vendor can continue to redeem WIC warrants. An administrative warning letter will be issued to the vendor and the vendor must provide a plan of action to correct the violation. Any errors noted during the compliance buy(s) or audit will be added to points already accrued by the vendor.
- A total of 30 penalty points in a two year period will be grounds for one year of probation, during which time the vendor can continue to redeem WIC warrants. The vendor will be required to attend a mandatory training. Any errors noted during the compliance buy(s) or audit will be added to points already accrued by the vendor.
- A total of 40 penalty points in a two year period will be grounds for six months suspension. Effective on the date of suspension, the Vendor may not redeem any WIC warrants for 6 months.

- A total of more than 40 sanction points in a two year period will subject the vendor to one year of disqualification from the WIC Program. Effective on the date of disqualification, the vendor may not accept or redeem any WIC warrants for one year, and must reapply if they wish to become an authorized WIC vendor at the end of the disqualification period.

At the end of a two year vendor agreement period penalty point accrual ends, and begins again at zero points for the next vendor agreement.

## MANDATORY FEDERAL SANCTIONS

Mandatory federal sanctions or civil money penalties will be imposed by the State agency for reasons of significant program abuse. Mandatory vendor sanctions are:

Type of Sanction	Definition
• Permanent disqualification	A vendor <u>convicted</u> of trafficking in WIC warrants or selling firearms, ammunition, explosives, or controlled substances (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)) in exchange for WIC warrants.
• Six year disqualification	<u>One incidence</u> of buying or selling WIC warrants for cash (trafficking); or one incidence of selling firearms, ammunition, explosives, or controlled substances as defined in 21 U.S.C. 802, in exchange for WIC warrants.
• Three-year disqualification	The State agency shall disqualify a vendor for three years for: <ol style="list-style-type: none"> <li>(a) One incidence of the sale of alcohol or alcoholic beverages or tobacco products in exchange for WIC warrants; or</li> <li>(b) A pattern of claiming reimbursement for the sale of an amount of a specific WIC food item which exceeds the store's documented inventory of that WIC food item for a specific period of time; or</li> <li>(c) A pattern of charging WIC customers more for WIC food items than non-WIC customers or charging WIC customers more than the current shelf or contract price; or</li> <li>(d) A pattern of receiving, transacting and/or redeeming WIC warrants outside of authorized channels, including the use of an unauthorized vendor and/or an unauthorized person; or</li> <li>(e) A pattern of charging for WIC food items not received by the participants, parents or caretakers of infant or child participants, and proxies; or</li> </ol>

- (f) A pattern of providing credit or non-food items, other than alcohol, alcoholic beverages, tobacco products, cash, firearms, ammunition, explosives, or controlled substances as defined in 21 U.S.C. 802, in exchange for WIC warrants.
- One-year disqualification      The State agency shall disqualify a Vendor for one year for a pattern of providing unauthorized food items in exchange for WIC warrants, including charging for WIC food items provided in excess of those listed on the WIC warrant.
  - Second mandatory sanction      When a vendor, who previously has been assessed a sanction for any of the violations listed in this section, receives another sanction for any of these violations, the State agency shall double the second sanction.
  - Third or subsequent mandatory sanction      When a vendor, who previously has been assessed two or more sanctions for any of the violations listed in this section, receives another sanction for any of these violations, the State agency shall double the third sanction and all subsequent sanctions.

## **CIVIL MONEY PENALTIES (CMP)**

Civil Money penalties (CMP) may be imposed in lieu of permanent disqualification due to trafficking in food instruments or selling firearms ammunition, explosives or controlled substances if the State agency determines that the disqualification would result in (a) inadequate participant access or (b) the vendor had, at the time of the violation, an effective policy and program in effect to prevent trafficking; and the ownership of the vendor was not aware of, did not approve of, and was not involved in the conduct of the violation.

CMP are calculated based on the vendor's average monthly redemptions for at least a 6-month period multiplied by 10 percent and by the number of months for which the store would have been disqualified. The CMP shall not exceed \$10,000 for each violation. In addition, the total amount of CMPs imposed for violations investigated as part of a single investigation shall not exceed \$40,000.

The State agency cannot impose CMP in lieu of disqualification for third or subsequent sanctions for violations listed in the section on Mandatory Federal Sanctions.

If a vendor does not pay, only partially pays, or fails to timely pay a CMP assessed in lieu of disqualification, the State agency will disqualify the vendor for the length of the disqualification corresponding to the violation for which the CMP was assessed.

The State agency will not accept voluntary withdrawal or non-authorization of contract from the Program as an alternative to disqualification for the violations, but will enter the disqualification on the vendor's record.

### **FOOD STAMP PROGRAM COORDINATION**

The State agency shall disqualify a vendor who has been disqualified or assessed civil money penalty for hardship by the Food Stamp Program. WIC Disqualification due to Food Stamp program disqualification shall not be subject to administrative or judicial review under the WIC Program. A vendor may request an administrative review of a WIC disqualification based on an assessment of a civil money penalty for hardship by the Food Stamp Program.

Disqualification from the WIC program may result in disqualification as a retailer in the Food Stamp Program. Such disqualification may not be subject to administrative or judicial review under the Food Stamp Program.

### **TERMINATION OF VENDOR AGREEMENT/DISQUALIFICATION OF VENDOR**

A decision by the State agency to terminate a Vendor Agreement/disqualification of vendor will be based upon mandatory federal sanctions or a finding that one or more of the following has occurred:

- The vendor has accrued more than 40 sanction points during a two year vendor agreement period;
- The vendor has knowingly submitted false, erroneous, or inaccurate information on the WIC Vendor Application, in the business or financial information provided to the Department, on the WIC Food Price Sheet, or during the course of on-site monitoring of the vendor site;
- The vendor has refused to allow WIC Program representatives access to inspect the vendor site during normal business hours;
- The vendor has not fulfilled the terms of the Vendor Agreement;
- The vendor has sold, leased, or discontinued the Business Entity or moved the Business Entity to a new location or new address; or
- The vendor corporation, partnership, or limited partnership has been voluntarily or involuntarily dissolved or the vendor sole proprietor has died.
- The State of Alaska identifies a conflict of interest between the vendor and the State of Alaska or its local agencies.
- The vendor fails to meet the current vendor selection criteria.

### **APPEALS**

The State agency will provide vendors with not less than 15 days advance written notice by certified mail of adverse action to be taken during the course of the agreement performance period. Adverse action will be implemented after the 15 day advance notice period has elapsed. No advance notice will be provided for a



disqualification due to a conviction of trafficking or selling firearms or illegal substances in exchange for WIC food warrants.

A vendor may receive administrative appeal for the following: (except in cases of a reciprocal WIC disqualification as a result of Food Stamp Program disqualification):

- Deny a vendor's application to become an authorized WIC vendor.
- Impose penalty points on the vendor.
- Place the vendor on probation.
- Disqualify the vendor.
- Not re-authorize the vendor.

If the vendor chooses to appeal the action, the vendor must file a written appeal within 30 days with the Director of Public Health, Department of Health and Social Services, P.O. Box 110610, Juneau, Alaska 99811-0610. The appeal must include a statement setting forth the State agency action which the vendor is contending, and the reasons for appealing the action. Evidence supporting the vendor's statement should be included. A hearing will then be scheduled within 30 days of receipt of the request. The State agency will mail the notification of decision concerning an appeal to the vendor within 30 days after the date of the hearing. The vendor may appeal the decision through the courts.



## Questions and Answers

1. **It seems like there's a lot of rules to follow. Are they really necessary?**

Yes, these rules are necessary to make sure that the WIC Program is working the way it is intended. The WIC participant is instructed how to shop with the WIC warrant and what foods are allowed. But, you or your cashier are also responsible for selling only the foods and amounts listed on the WIC warrant.

2. **What happens if our store does not have all of the WIC food items?**

When you signed the agreement with the WIC Program, you agreed to carry a minimum stock of WIC foods. This is a serious responsibility. If your store cannot stock WIC foods in the required amounts, then your WIC Vendor Agreement will be terminated. Only the foods (and brands) listed on the WIC Food List can be purchased with WIC warrants. The authorized foods have been carefully selected to give the WIC participant the nutrients he/she needs. Other foods may not give these same nutrients. *Remember, **WIC** treats and prevents health problems relating to poor diet, so the kinds of foods purchased make a difference!*

3. **What happens if the cost of the foods is less than the "Not to Exceed" amount? Should the participant be allowed to get more food or be given change?**

No! The "Not to Exceed" limit is put on the warrant as a safeguard. WIC purchases are less than this amount. Do not give change to the participant in any WIC transaction.

4. **What happens if the purchase price exceeds the "Not to Exceed" amount?**

The "Not to Exceed" amount had been established after carefully calculating retail price ranges for WIC foods based on current prices. If the warrant exceeds the maximum limit, please check again to make sure that:

1. the amounts shown have not been altered;
2. the participant is buying foods only in the amount shown; and
3. the participant is buying the correct WIC foods.

If it is still over the limit, do not complete the transaction. Contact your Local WIC Agency for assistance.

5. **Can fruit drink be substituted for juice?**

No. Fruit drinks like Tang, Hi-C, or Kool Aid, etc, do not meet nutritional requirements for the WIC Program and therefore are not authorized. For the same reason, cheese foods are not allowed on the Program, and only certain cereals are allowed.

6. **What should be done with participants who are abusive or try to purchase non-WIC items?**

WIC participants are responsible for using WIC warrants correctly. If a WIC participant tries to purchase non-WIC items or is abusive, please inform the Local or State WIC Agency. You may also use the vendor complaint form provided on the appendix of this Manual. Follow-up action will be taken by the WIC Program with participants who are abusive or non-compliant.

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## Definition of Terms

**Administrative Warning** - a written notice which describes the nature of a violation of the WIC Program regulations by a vendor, and a request for correction of the violation.

**Alaska WIC Food List** - the published list of State of Alaska authorized WIC Foods.

**Alaska WIC Vendor Application** - the application forms and other required materials submitted by a Business Entity to notify the Department that the Business Entity desires to become a WIC Vendor.

**Alternate or Proxy** - a person who is authorized by the local agency to pick up and or redeem WIC warrants in place of the participant.

**Applicant** - the individual, partnership, limited partnership, unincorporated association, or corporation applying to be a WIC Vendor.

**Authorization** - the approval of an Applicant who has met the WIC Vendor criteria and has accepted a WIC Vendor Agreement as a WIC Vendor.

**Business Entity** - the retail business which an Applicant or authorized WIC Vendor operates at a particular Vendor Site.

**Commissioner** - the Commissioner of the Alaska Department of Health and Social Services or his designee.

**Department** - the Alaska Department of Health and Social Services.

**Department Representative or Representative of the Department** - an employee or authorized agent of the Department.

**Disqualification** - action taken to suspend a WIC Vendor's participation in the WIC Program for reasons of fraud, abuse, or other Program violations.

**Grocery Store** - a fixed and permanent retail store whose primary business is the sale of food.

**Hearing Officer** - the person authorized by the Commissioner or his designee to preside at the formal administrative hearing.

**Local WIC Agency** - a public or private, non-profit health or human services agency which provides WIC services, in accordance with the USDA WIC Regulations.



**Participant** - authorized pregnant women, breastfeeding women, postpartum women, infants, or children who are receiving supplemental foods or warrants under the WIC Program.

**Pharmacy** - any store, shop, department, or other place, at a fixed and permanent location, where drugs, medicines, or liquid foods, prescribed by a physician licensed to practice medicine in all its branches, are dispensed, sold, or offered for sale at retail value for an individual.

**State WIC Agency** - The agency of the Alaska Department of Health and Social Services, Division of Public Health, Section of Maternal, Child, and Family Health, which administers the Alaska WIC Program.

**Supplemental Foods** - Foods provided by WIC that are high in protein, iron, folic acid, calcium, and vitamins A and C. These are cereal, juice, infant formula, milk, eggs, cheese, carrots, tuna, pink salmon, peanut butter or dried beans, peas, and lentils.

**USDA** - the United States Department of Agriculture.

**USDA WIC Regulations** - the Regulations of the United States Department of Agriculture, Food and Nutrition Service, Special Supplemental Nutrition Program for Women, Infants, and Children.

**Vendor or WIC Retail Vendor** - the individual, partnership, limited partnership, unincorporated association, or corporation authorized by the Department to accept WIC warrants and to provide supplemental food to WIC Participants or Alternates of WIC Participants.

**Vendor Number** - the number assigned to a Vendor by the Department for validating WIC Warrants.

**Vendor Site** - a fixed and permanent location, operating as a Business Entity, listed in the WIC Vendor Application, which has been authorized by the Department for purposes of delivery of WIC Foods to WIC Participants or the Alternates of WIC Participants.

**WIC Foods** - those competitively priced foods which have been placed on the WIC Food List, which have been determined by the Department to be nutritionally qualified for the WIC Program in the State of Alaska.

**WIC Food Price Sheet** - a form listing the current prices, reported to the Department, by a Vendor or a Department Representative as charges for WIC Food.

**WIC Vendor Agreement** - a Agreement signed by the WIC Retail Vendor and the Department for the provision of WIC Foods to Participants.

**WIC Warrant** - a negotiable voucher issued by a Local WIC Agency that specifies the quantity, size, and type of authorized foods available to WIC Participants within a designated time period, which can subsequently be taken to an authorized Vendor in exchange for the specified types and quantities of food.

**Women Infants and Children Nutrition Program ( WIC)** - the Federal Special Supplemental Nutrition Program for Women Infants and Children authorized by Section 17 of the Child Nutrition Act of 1966, as amended (42 U.S.C. 1786).

## Directory of Local WIC Agencies

<b>Anchorage &amp; Mat-Su</b>	Municipality of Anchorage	343-4773
	Public Assistance	269-6528
	Eagle River Clinic	694-2131
	Boniface Clinic	333-1161
	Fort Richardson	384-2033
	Anch Neighborhood Hlth Ctr	257-4633
	ANHC Family Practice	273-9348
	Providence Hospital	261-4932
	Palmer	746-4080
	Wasilla	376-4080
<b>Gulf Coast</b>	Cordova	1-800-457-5731
	Homer	235-5495
	Kenai	1-800-770-4707
	Seward	224-9186
	Kodiak	486-5958
	Valdez/Copper River Basin	1-800-457-5731
<b>Interior Alaska</b>	Fairbanks/RCPC	456-2990 ext.26
	Eielson AFB	377-3119
	Fairbanks/TCC	1-800-478-6682
	Fort Wainwright	353-7714
<b>Northern Alaska</b>	Barrow	1-800-478-6606 ext. 410
	Nome	443-3398
	Kotzebue	1-800-431-3321 ext.5181
<b>Southeast Alaska</b>	Juneau	1-800-330-2229
	Ketchikan	1-800-854-0878
	Metlakatla	886-6911
	Prince of Wales	1-866-826-5651
	Sitka	966-8352
<b>Southwest Alaska</b>	Aleutian/Pribilof Isl. Assn. Inc	1-800-478-2742
	Bethel	1-800-764-6459
	Bristol Bay	1-800-478-5201 ext.6292
<b>State WIC Office</b>	Juneau	465-3100

## ALASKA WIC VENDOR APPLICATION

Store Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different from above)

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

Owner (please print)

\_\_\_\_\_

Manager (If different from  
owner) \_\_\_\_\_

If owned by a corporation, please provide the following:

**Corporation:** \_\_\_\_\_

Address of  
Corporation \_\_\_\_\_

—

Contact Person of  
Corporation \_\_\_\_\_

—

Corp. Office Phone: \_\_\_\_\_ Fax:

\_\_\_\_\_

Number of Employees \_\_\_\_\_ Number of check-out lanes \_\_\_\_\_

Average annual gross sales \$ \_\_\_\_\_ FEIN \_\_\_\_\_

Check one: \_\_\_\_\_ chain store \_\_\_\_\_ food cooperative \_\_\_\_\_ commissary  
\_\_\_\_\_ franchise \_\_\_\_\_ independent store \_\_\_\_\_ pharmacy

Hours of Business: Sunday \_\_\_\_\_ Thursday \_\_\_\_\_  
Monday \_\_\_\_\_ Friday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Saturday \_\_\_\_\_  
Wednesday \_\_\_\_\_

How long have you operated this business at the present site? \_\_\_\_\_

Have you operated this business under another name?  
If yes, what was that name?

Have any of the current owners, officers or managers of the store been convicted of or had a civil judgment against them during the past six (6) years for: *(check any that may apply)*

<input type="checkbox"/> fraud	<input type="checkbox"/> falsification of records
<input type="checkbox"/> antitrust violations	<input type="checkbox"/> making false statements
<input type="checkbox"/> embezzlement	<input type="checkbox"/> receiving stolen property
<input type="checkbox"/> theft	<input type="checkbox"/> making false claims
<input type="checkbox"/> forgery	<input type="checkbox"/> obstruction of justice
<input type="checkbox"/> bribery	

*(If any items above are checked, please attach a written explanation.)*

Does this store have a scanner? ☐ Yes ☐ No

If this store has a scanner, will it be able to identify WIC authorized foods versus non-WIC foods? ☐ Yes ☐ No

Does this store now participate in the Food Stamp Program? ☐ Yes ☐ No

Current Food Stamp Authorization Number: \_\_\_\_\_

Have you ever been suspended from the Food Stamp Program? ☐ Yes ☐ No  
If yes, please state when and explain why:

Please attach a completed "WIC Food Price Sheet" to this application.

**ENDORSEMENT:**

To the best of my knowledge, all of the above answers and the enclosed price list are correct. The prices enclosed are the ACTUAL PRICES FOR FOOD ON SHELVES. I understand that, should my store be accepted as a WIC Vendor, I will be bound by WIC Program regulations and policies including, but not limited to:

1. attending vendor education sessions;
2. training employees regarding WIC procedures;
3. submitting accurate price lists of WIC foods to the WIC Program at least twice a year;
4. periodically being monitored for compliance; and
5. all other items in the WIC Vendor Agreement.

I understand that this is only a request for approval as a WIC Vendor and does not constitute approval to accept WIC warrants.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or, disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg., 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider"

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**To Be Completed By State WIC Agency:**

Are the food prices stated on the food price sheets competitive? ☐ Yes ☐ No

Status with Food Stamp Program: \_\_\_\_\_

Application approved? ☐ Yes ☐ No Number assigned: \_\_\_\_\_

Reason for denial or approval: \_\_\_\_\_

Action taken by: \_\_\_\_\_ Date: \_\_\_\_\_

## Pre-Agreement On-site Vendor Visit Report

### WIC Pre-Agreement On-site Vendor Visit Report

Local agency: \_\_\_\_\_ Store Name: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

1. Is the vendor located in an area convenient for local participants?  
☐ Yes ☐ No
2. Does the vendor understand the WIC Program? (Who the WIC Program serves, what services it provides, what role the vendor plays in the WIC Program.)  
☐ Yes ☐ No
3. Please complete and attach the WIC Food Price Sheet. Are the mandatory minimums of WIC foods stocked?  
☐ Yes ☐ No

If not, list items that are not in stock:

4. Does vendor have fresh merchandise (no stale dated products) and has store been inspected for cleanliness?  
☐ Yes ☐ No

Date of posted satisfactory inspection certificate: \_\_\_\_\_

5. Please review the terms of the WIC Vendor Agreement with the vendor. Does the vendor understand vendor responsibilities, and the penalties for not complying with the Vendor Agreement?  
☐ Yes ☐ No

6. Was vendor oriented on warrant redemption procedure? ☐ yes ☐ no

7. Other comments and observations.



8. At this time, how many enrolled WIC participants live in the area where the vendor is located? \_\_\_\_\_

9. What hours of the day and days of the week is the vendor open?

I certify that I have visited this store and

\_\_\_\_\_ do \_\_\_\_\_ do not recommend authorization as a WIC vendor.

I recommend that this vendor be exempted from the WIC minimum stock requirements for the following items: \_\_\_ infant Formula \_\_\_ infant Cereal \_\_\_ fresh milk

Reason(s) for this recommendation:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES  
SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR  
WOMEN, INFANTS & CHILDREN**

**VENDOR AGREEMENT**

*PLEASE TYPE OR PRINT CLEARLY*

THIS AGREEMENT IS ENTERED INTO by and between:

**«vendor»**

Vendor Name/Doing Business As (hereinafter referred to as VENDOR); doing business at:

**«address1»**

**«city»**

**«state»**

**«zip»**

and the Alaska Department of Health & Social Services, Division of Public Health, Section of Maternal, Child and Family Health (hereinafter referred to as DEPARTMENT).

The Vendor is assigned the following VENDOR NUMBER for validating WIC Warrants:

**«vndrno»**

Vendor Number

The Department of Health and Social Services administers the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). The Vendor agrees to adhere to all applicable existing regulations, policies, and operating procedures of the WIC Program and any subsequently enacted as a result of State or Federal legislation, including but not limited to 7 CFR Part 246; the Vendor shall carry out this Agreement in accordance with the non-discrimination provision of the U.S. Department of Agriculture regulations (7 CFR Parts 15, 15a and 15b) and must comply with the Civil Rights Act of 1964. The Vendor agrees to provide WIC approved foods to eligible participants, parents or caretakers of infant or child participants or proxies in accordance with the provisions of this Agreement. Vendor includes owners, officers, managers, agents, and employees. Vendor shall be accountable for actions of its owners, officers, managers, agents, and employees who commit vendor violations in the use of WIC warrants or provision of supplemental foods. The Department is under no obligation to re-authorize a WIC Vendor at the time of expiration of the WIC Vendor Agreement. Vendors may not appeal the expiration of the Vendor Agreement.

## **SECTION I - EFFECTIVE DATE, RENEWAL, AND TERMINATION**

1. This Agreement shall be in effect from the date of signature by the representative of the Department through \_\_\_\_\_.
2. This vendor agreement does not constitute a license or a property interest. If the vendor wishes to continue to be authorized beyond the period of its current agreement, the vendor must reapply for authorization. If a vendor is disqualified, the State agency will terminate the vendor's agreement, and the vendor will have to reapply in order to be authorized after the disqualification period is over. In all cases, the vendor's new application will be subject to the State agency's vendor selection criteria (competitive price, minimum stock requirement, business integrity and Food Stamp Program compliance) and any vendor limiting criteria in effect at the time of the reapplication.

Any and all communications between the parties concerning re-authorization of an agreement shall be in writing to the Department and the individual listed in Section XIII of this Agreement.

3. Either the Vendor or the State of Alaska can terminate this Agreement for cause with not less than 15 days advance written notice.
4. The Vendor agrees to immediately provide the State of Alaska written notice when going out of business or when there is a change in ownership or location.
5. This Agreement is null and void if store ownership changes or if the Business Entity moves to a new location or new address.
6. The vendor must comply with the vendor selection criteria throughout the agreement period, including any changes to the criteria. Using the current vendor selection criteria, the State agency may reassess the vendor at any time during the agreement period. The State agency will terminate the vendor agreement if the vendor fails to meet the current vendor selection criteria.

## **SECTION II - NONDISCRIMINATION**

1. The Vendor shall provide services to all qualified participants, parents or caretakers of infant or child participants, or proxies without regard to race, color, national origin, age, sex, or handicap.
2. Information concerning individuals participating in the Special Supplemental Nutrition Program (WIC) will be disclosed only to the Department or its authorized representative.

3. The Vendor shall offer program participants, parents or caretakers of infant or child participants, and proxies the same courtesies and services as offered to other customers. The Vendor will serve WIC participants, parents or caretakers of infant or child participants, and proxies in the same checkout lines, following the same procedures as with other customers.

### **SECTION III - CERTIFICATION**

1. The Vendor certifies that the Social Security Number or Federal Employer Identification Number (FEIN) specified in this Agreement is the same number filed for the same business entity with the USDA Food Stamp Program and/or with the Alaska Department of Revenue.
2. The Vendor certifies that if the Vendor has been authorized to participate in the USDA Food Stamp Program, that such participation has not been denied, suspended, disqualified, terminated, or assessed a civil monetary penalty during the two (2) years preceding authorization as a WIC Retail Vendor.
3. The Vendor certifies that neither the Vendor, nor any owner of thirty percent (30%) or more ownership shall have been terminated from the WIC Program in the previous two (2) years.

### **SECTION IV - AMENDMENTS**

1. The Department may amend this Agreement, in writing, to include or incorporate additional provisions which shall be required as a result of a change in Federal or State statute or regulation or which shall be required by the Department for the administration, operation, or evaluation of the WIC Program. The Vendor shall receive thirty (30) calendar days notice of the effective date of such amendments.
2. Should any such amendment be determined to be unacceptable by the Vendor, the Vendor may voluntarily withdraw from participation.

### **SECTION V - ASSIGNMENT**

1. The Vendor agrees not to sell, assign, or transfer in any manner this Agreement, WIC Authorization, or WIC Vendor Number. It is further agreed that any actual or attempted sale, assignment, or transfer of the above shall be considered a breach of this Agreement. The death of the Vendor (if an individual) or the voluntary or involuntary dissolution of a Vendor Corporation, partnership, limited partnership, unincorporated association or firm shall cause the Vendor's authorization and this Agreement to be terminated.

## **SECTION VI - CIVIL LAW SUITS**

1. The Vendor further agrees to hold the Department harmless for any liability for any compensation, award, or damage in connection with the Vendor's performance as a WIC Vendor for any injury which might occur to any of the Vendor's employees, WIC participants or others as the result of any act, omission, or negligence of the Vendor.

## **SECTION VII - CASHING WIC WARRANTS**

1. WIC warrants will be accepted by the Vendor only:
  - (a) when presented by WIC participants, parents or caretakers of infant or child participants, and proxies with picture/or signature identification card which must be verified at time of purchase, and
  - (b) if date of WIC warrant has not been altered. Vendor shall accept WIC warrants only within the specified time period as shown by the dates indicated on the warrants.
2. The Vendor shall not require cash purchase or charge in any way for the use of the WIC warrants.
3. The Vendor shall allow only the authorized foods listed on the warrant and only in the quantities listed.
4. The Vendor shall charge only for the amount of food actually prescribed and selected. If a participant selects less than the prescribed amount, the vendor shall charge for only those foods selected.
5. Vendors in rural locations with a population of less than 5,000 shall issue a food pick-up slip for out-of-stock WIC items if the WIC food item will be delivered within the valid dates of the participant's WIC warrant.
6. The Vendor shall write "WIC" on cash register receipts for WIC purchases.
7. The Vendor shall not give the participants, parents or caretakers of infant or child participants, and proxies change when redeeming warrants. The Vendor also shall not provide cash or items of value to the participant in place of authorized supplemental foods.
8. The vendor shall not exchange WIC warrants for unauthorized food items, non-food items or credit (including rainchecks). Refunds and exchanges are allowed **only** for an identical authorized supplemental food item when the original authorized supplemental food item is defective, spoiled, or has exceeded its "sell by," "best if used by," or other date limiting the sale or use of the food item. An identical authorized supplemental food item means the

exact brand and size as the original authorized supplemental food item obtained and returned by the participant, parent or caretaker of infant or child participants, and proxy.

9. Purchase prices must be entered on warrants before they are signed in the presence of the cashier by the participant, parent or caretaker of an infant or child participant, or proxy.
10. The purchase price charged to WIC participants, parents or caretakers of infant or child participants, and proxies for the supplemental foods shall be at the current price or at less than the current price charged to other customers. The purchase price shall be within the price limitation among peer grouped vendors in similar geographic areas doing a similar volume of business.
11. The Vendor shall not collect sales tax on WIC food purchases.
12. The Vendor shall deposit all WIC warrants within 90 days of the first valid date on the warrant. All WIC warrant deposits must be made directly to Vendor accounts. The Vendor may not sign over WIC warrants to any third party.

#### **SECTION VIII - OTHER VENDOR RESPONSIBILITIES**

1. The Vendor shall comply with any changes in procedures, WIC foods allowed, etc. once he/she is informed of them in writing.
2. At least one representative of the vendor must participate in training annually. The State agency will have sole discretion to designate the date, time, and location of all interactive training, except that the State agency will provide the vendor with at least one alternative date on which to attend such training. The Vendor shall train and inform cashiers or other staff of WIC Program requirements.
3. The Vendor shall not seek restitution from participants, parents or caretakers of infant or child participants, and proxies for WIC warrants not paid or partially paid by the State Agency.
4. The Vendor shall allow representatives for the State of Alaska to monitor for compliance with this Agreement. Access to shelf price records and WIC warrants redeemed will be provided.
5. Abuse or violation of the program by the vendor is just cause for suspension or disqualification.
6. The State agency may disqualify a food vendor for reasons of program abuse. The Vendor has the right to appeal a State decision to deny an application to participate or to disqualify the Vendor.

7. The Vendor agrees to stock the following category of approved foods, in the minimum amounts specified in the Minimum Stock Requirements, at all times:

### Minimum Stock Requirements

Food Item	Type of Inventory	Quantities required to stock
MILK	<u>Fluid Milk (Whole/Skim/Low Fat ):</u> gallon and half gallon <u>or</u> <u>UHT:</u> quart package <u>or</u> <u>Nonfat dry:</u> quart package <u>or</u>  <u>Evaporated:</u> 12 oz can	Total of 18 gallons fluid milk Total of 54 quarts Total of 80 quarts when reconstituted Total of 96 - 12 oz cans
CHEESE	Two varieties from the WIC Food List: No packages smaller than 8 ounces	Total of 8 pounds
CEREAL	Five varieties (four cold, one hot) from the WIC Food List: Minimum box size 8 ounces	Total of 12 boxes
EGGS	Small, medium or large. White only	Total of 8 dozen
JUICES	Three varieties from the WIC Food List: frozen, concentrate or canned	Equivalent combination of: 24 – 11.5/12 oz frozen/conc, or 24 - 46 oz cans
CARROTS	Fresh, frozen (plain), or canned (plain)	4 - 2 lb. bags fresh, or 8 - 1 lb. bags frozen, or 8 - 14.5 oz cans
SALMON & TUNA	Pink, canned <u>and</u>  Plain, packed in oil (no olive oil) or water	8-14.75 oz cans  16 – 6 or 6.25 oz cans
DRIED BEANS, PEAS & LENTILS & MIXED BEANS	Two varieties from the WIC Food List	4 - 1 pound bags
PEANUT BUTTER	Low sodium, Low sugar allowed. No low fat, or added marshmallow, jelly, honey or molasses. No organic.	4 - 18 oz jars
INFANT CEREAL	Two cereal grains: 8 oz or 16oz boxes (one must be rice) Gerber, Heinz and Beechnut brands only.	Total of 12 boxes
INFANT FORMULA	WIC contract formula (milk base <u>and</u> soy base) in powder and concentrate form  <b>(*Not required in small villages if there are no participants using them. Local WIC agency will inform vendors if there is need to stock items. Vendor must stock items within 72 hours of local WIC agency request.)</b>	Total of 32 – 14.3 oz cans Enfamil powder Total of 9 – 14.3 oz cans Enfamil Prosobee powder* Total of 18 – 14.3 oz cans Enfamil Lactofree powder* Total of 16- 13 oz cans Enfamil Prosobee concentrate*  Total of 31-13 oz cans Enfamil concentrate*



Vendors in rural locations with population of less than 5,000 are required to stock UHT, powdered and evaporated milk only, and are not required to stock fresh milk, infant formula or infant cereal. Local WIC agency will inform vendors if infant formula and infant cereal is needed to be stocked. Vendor must stock items within 72 hours of Local WIC agency request. Pharmacies must maintain a minimum formula stock and must provide special formula(s) within 72 hours.

8. The State agency shall disqualify a food vendor from participating in the WIC Program if that vendor has been disqualified from the Food Stamp Program. The WIC program disqualification shall be the same length of time as the Food Stamp Program disqualification and may begin at the same time or at a later date than the Food stamp program disqualification and shall not be subject to administrative or judicial review.
9. The Vendor agrees to pay any claim assessed by the State agency for any vendor violation within three weeks of receipt of written notification by the State. The State agency will provide the vendor with an opportunity to justify or correct the vendor overcharge or other error.
10. The Vendor must maintain inventory records used for Federal tax reporting purposes and other records required by the State agency for a minimum period of 2 years. Vendor agrees to make purchase invoices, inventory records of WIC items, all WIC warrants in the vendors' possession, and all program records available to the State agency, Comptroller General of the United States and/or representatives of the U.S. Department of Agriculture upon request.
11. The vendor shall submit twice a year a completed price sheet to the State WIC Office no later than September first and March first of every year.
12. The vendor is accountable for its owners, officers, managers, agents and employees who commit vendor violations.

## **SECTION IX - STATE OF ALASKA RESPONSIBILITIES**

1. The State of Alaska shall assure payments for valid WIC warrants deposited in a timely manner and presented for payment in accordance with the requirements of this Agreement.
2. The State of Alaska shall make monetary claims for vendor violations that affect payment to the vendor. In addition to claims action, the vendor may be sanctioned for vendor violations in accordance with the State's sanction schedule. The State agency may establish a claim on the partial or full purchase price of each food instrument that contained a vendor overcharge or other error. The State agency may offset the claim against current and subsequent amounts to be paid to the vendor. The State agency will provide the vendor with an opportunity to justify or correct the vendor overcharge or other error.
3. The State of Alaska, or local designee, shall provide information to the Vendor on acceptable brands of food for the WIC Program.
4. The State of Alaska, or local designee, shall provide guidance, information, and training to the Vendor. The State of Alaska, or local designee, shall also perform reviews of the Vendor's operation and place of business.

5. The State of Alaska shall provide for administrative appeal in the event that a Vendor is denied participation, or is disqualified. The State of Alaska shall make available its administrative review upon request. The State agency may not provide administrative reviews in the following instances:
  - Validity or appropriateness of State agency's limiting or selection criteria;
  - State agency's participant access criteria and determinations, and determinations regarding a vendor's policy & program to prevent trafficking;
  - Authorizations subject to State agency's procurement procedures;
  - Expiration of the vendor agreement;
  - Disputes regarding food instrument payments, vendor claims, and disqualification as a result of disqualification from the Food Stamp Program.
6. The State of Alaska shall provide vendors with not less than 15 days advance written notice of adverse action to be taken during the course of the agreement performance period or the expiration of an agreement. Adverse action shall be implemented after the 15 day advance notice period has elapsed. No advance notice will be provided for a disqualification due to a conviction of trafficking or selling firearms or illegal substances in exchange for WIC food warrants.
7. The State of Alaska may make price adjustments to the purchase price on WIC warrants submitted by the vendor for redemption to ensure compliance with the price limitations applicable to the vendor grouped by peer groups. Peer groups are based on geographic area and volume of business.

## **SECTION X – SANCTIONS FOR WIC VENDOR VIOLATIONS**

Sanctions may include monetary claims, penalty points, mandatory federal sanctions, civil money penalties, reciprocal Food Stamp/WIC Program disqualification and reciprocal WIC disqualification for a Food Stamp Program civil money penalty in lieu of disqualification for hardship. No prior warning will be provided by the State before imposing sanctions.

A vendor who commits fraud or abuse in the Program is liable for prosecution under applicable Federal, State or local laws. Those who have willfully misapplied, stolen or fraudulently obtained program funds will be subject to a fine of not more than \$10,000 or imprisonment for not more than five years or both, if the value of the funds is \$100 or more. If the value is less than \$100, the penalties are a fine of not more than \$1,000 or imprisonment for not more than one year or both.

1.

## VENDOR ERRORS

Most violations of WIC Program regulations made by vendors are a result of inadvertent error or misunderstanding of regulations, not deliberate fraud or abuse. Vendors will be notified of errors, and may be offered additional training opportunities by the appropriate local WIC agency. If errors continue, and it appears that efforts to deal with them through education are not effective, the State Agency may take administrative action such as issuing an administrative warning and/or placing the vendor on probation.

These types of violations may include but are not limited to the following:

- Collecting sales tax on WIC purchases.
- Accepting WIC warrants outside of the valid dates shown on the warrant.
- Requiring a customer to make a cash purchase to redeem a WIC warrant.
- Refusing to accept manufacturers' coupons for WIC purchases.
- Giving cash refunds for WIC purchases.
- Other errors in carrying out the routine provisions of the vendor agreement.

## 2. MONETARY CLAIMS BY THE STATE

The State agency will make monetary claims against a vendor for vendor violations. Monetary claims may constitute the partial or full purchase price of each food instrument that contained a vendor overcharge or other error.

Monetary claims must be paid by the vendor within three weeks of notification.

The State agency may offset the claim against current and subsequent amounts to be paid to the vendor. The State agency will provide the vendor with an opportunity to justify or correct the vendor overcharge or other error.

IN ADDITION TO CLAIMS, if a pattern of redeeming warrants outside of valid dates, overcharges or other errors continues, the State agency may take administrative action such as issuing an administrative warning, placing the vendor on probation, suspending or disqualifying the vendor. Monetary claims by the State agency may include but are not limited to the following:

- Redeeming a WIC warrant outside the 30-day period during which it is valid for redemption by a WIC customer. These dates are printed on all WIC warrants. The claim will be the amount improperly charged for the WIC warrant(s).

- Charging a WIC customer more than the current shelf price for an item. The claim will be the amount improperly charged for the item(s).
- Improper WIC warrant redemption and/or charges which may include but not limited to:
  - incorrect signature of WIC participant or alternate;
  - missing/ ineligible stamp of the Vendor ID number; and
  - incorrect change of dollar amount on the warrant .

### 3. PENALTY POINTS

Penalty points will be applied to vendors who violate WIC Program regulations, based on the severity and nature of the violations, whether the violations represent repeated offenses over a period of time, and whether the violations represent vendor policy or whether they represent the actions of an individual employee.

The following are subject to ten (10) penalty points for each single violation:

- Non-payment of monetary claims by the State agency within 3 weeks of notification.
- Failure to maintain an acceptable record of inventory of WIC foods.
- Failure to maintain the required minimum inventory of WIC foods on at least two monitoring visits.

Penalty points will accumulate for a two year vendor agreement period, and can result in the following:

20 points = 6 months probation  
 30 points = 1 year probation  
 40 points = 6 months suspension  
 More than 40 points = 1 year disqualification

- Twenty penalty points in a two year period will subject a vendor to six months probation, during which time the vendor can continue to redeem WIC warrants. An administrative warning letter will be issued to the vendor and the vendor must provide a plan of action to correct the violation. Any errors noted during the compliance buy(s) or audit will be added to points already accrued by the vendor.
- A total of 30 penalty points in a two year period will be grounds for one year of probation, during which time the vendor can continue to redeem WIC warrants. The vendor will be required to attend a mandatory training. Any errors noted during the compliance buy(s) or audit will be added to points already accrued by the vendor.
- A total of 40 penalty points in a two year period will be grounds for six months suspension. Effective on the date of suspension, the Vendor may not redeem any WIC warrants for 6 months.

- A total of more than 40 sanction points in a two year period will subject the vendor to one year of disqualification from the WIC Program. Effective on the date of disqualification, the vendor may not accept or redeem any WIC warrants for one year, and must reapply if they wish to become an authorized WIC vendor at the end of the disqualification period.

At the end of a two year vendor agreement period penalty point accrual ends, and begins again at zero points for the next vendor agreement.

#### 4. MANDATORY FEDERAL SANCTIONS

Mandatory federal sanctions or civil money penalties will be imposed by the State agency for reasons of significant program abuse. Mandatory vendor sanctions are:

Type of Sanction	Definition
<ul style="list-style-type: none"> <li>• Permanent disqualification</li> </ul>	A vendor <u>convicted</u> of trafficking in WIC warrants or selling firearms, ammunition, explosives, or controlled substances (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)) in exchange for WIC warrants.
<ul style="list-style-type: none"> <li>• Six year disqualification</li> </ul>	<u>One incidence</u> of buying or selling WIC warrants for cash (trafficking); or one incidence of selling firearms, ammunition, explosives, or controlled substances as defined in 21 U.S.C. 802, in exchange for WIC warrants.
<ul style="list-style-type: none"> <li>• Three-year disqualification</li> </ul>	<p>The State agency shall disqualify a vendor for three years for:</p> <ul style="list-style-type: none"> <li>(a) One incidence of the sale of alcohol or alcoholic beverages or tobacco products in exchange for WIC warrants; or</li> <li>(b) A pattern of claiming reimbursement for the sale of an amount of a specific WIC food item which exceeds the store's documented inventory of that WIC food item for a specific period of time; or</li> <li>(c) A pattern of charging WIC customers more for WIC food items than non-WIC customers or charging WIC customers more than the current shelf or contract price; or</li> <li>(d) A pattern of receiving, transacting and/or redeeming WIC warrants outside of authorized channels, including the use of an unauthorized vendor and/or an unauthorized person; or</li> <li>(e) A pattern of charging for WIC food items not received by the participants, parents or caretakers of infant or child participants, and proxies; or</li> <li>(f) A pattern of providing credit or non-food items, other than</li> </ul>

alcohol, alcoholic beverages, tobacco products, cash, firearms, ammunition, explosives, or controlled substances as defined in 21 U.S.C. 802, in exchange for WIC warrants.

- One-year disqualification      The State agency shall disqualify a Vendor for one year for a pattern of providing unauthorized food items in exchange for WIC warrants, including charging for WIC food items provided in excess of those listed on the WIC warrant.
- Second mandatory sanction      When a vendor, who previously has been assessed a sanction for any of the violations listed in this section, receives another sanction for any of these violations, the State agency shall double the second sanction.
- Third or subsequent mandatory sanction      When a vendor, who previously has been assessed two or more sanctions for any of the violations listed in this section, receives another sanction for any of these violations, the State agency shall double the third sanction and all subsequent sanctions.

## 5. CIVIL MONEY PENALTIES (CMP)

Civil Money penalties (CMP) may be imposed in lieu of disqualification if the State agency determines that the disqualification would result in (a) inadequate participant access or (b) the vendor had, at the time of the violation, an effective policy and program in effect to prevent trafficking; and the ownership of the vendor was not aware of, did not approve of, and was not involved in the conduct of the violation.

CMP are calculated based on the vendor's average monthly redemptions for at least a 6-month period multiplied by 10 percent and by the number of months for which the store would have been disqualified. The CMP shall not exceed \$10,000 for each violation. In addition, the total amount of CMPs imposed for violations investigated as part of a single investigation shall not exceed \$40,000.

The State agency cannot impose CMP in lieu of disqualification for third or subsequent sanctions for violations listed in the section on Mandatory Federal Sanctions.

If a vendor does not pay, only partially pays, or fails to timely pay a CMP assessed in lieu of disqualification, the State agency will disqualify the vendor for the length of the disqualification corresponding to the violation for which the CMP was assessed.

The State agency will not accept voluntary withdrawal or non-renewal of contract from the Program as an alternative to disqualification for the violations, but will enter the disqualification on the vendor's record.

## 6. FOOD STAMP PROGRAM COORDINATION

The State agency shall disqualify a vendor who has been disqualified or assessed civil money penalty for hardship by the Food Stamp Program. WIC Disqualification due to Food Stamp program disqualification shall not be subject to administrative or judicial review under the WIC Program. A vendor may request an administrative review of a WIC disqualification based on an assessment of a civil money penalty for hardship by the Food Stamp Program.

Disqualification from the WIC program may result in disqualification as a retailer in the Food Stamp Program. Such disqualification may not be subject to administrative or judicial review under the Food Stamp Program.

## **SECTION XI - TERMINATION OF VENDOR AGREEMENT/DISQUALIFICATION OF VENDOR**

A decision by the State agency to terminate a Vendor Agreement/disqualification of vendor will be based upon mandatory federal sanctions or a finding that one or more of the following has occurred:

- The vendor has accrued more than 40 sanction points during a two year vendor agreement period;
- The vendor has knowingly submitted false, erroneous, or inaccurate information on the WIC Vendor Application, in the business or financial information provided to the Department, on the WIC Food Price Sheet, or during the course of on-site monitoring of the vendor site;
- The vendor has refused to allow WIC Program representatives access to inspect the vendor site during normal business hours;
- The vendor has not fulfilled the terms of the Vendor Agreement;
- The vendor has sold, leased, or discontinued the Business Entity or moved the Business Entity to a new location or new address; or
- The vendor corporation, partnership, or limited partnership has been voluntarily or involuntarily dissolved or the vendor sole proprietor has died.
- The State of Alaska identifies a conflict of interest between the vendor and the State of Alaska or its local agencies.
- The vendor fails to meet the current vendor selection criteria.



## **SECTION XII - APPEALS**

The State agency will provide vendors with not less than 15 days advance written notice by certified mail of adverse action to be taken during the course of the agreement performance period. Adverse action will be implemented after the 15 day advance notice period has elapsed.

A vendor may receive administrative appeal for the following: (except in cases of a reciprocal WIC disqualification as a result of Food Stamp Program disqualification):

- Deny a vendor's application to become an authorized WIC vendor.
- Impose penalty points on the vendor.
- Place the vendor on probation.
- Disqualify the vendor.
- Not re-authorize the vendor.

If the vendor chooses to appeal the action, the vendor must file a written appeal within 30 days with the Director of Public Health, Department of Health and Social Services, P.O. Box 110610, Juneau, Alaska 99811-0610. The appeal must include a statement setting forth the State agency action which the vendor is contending, and the reasons for appealing the action. Evidence supporting the vendor's statement should be included. A hearing will then be scheduled within 30 days of receipt of the request. The State agency will mail the notification of decision concerning an appeal to the vendor within 30 days after the date of the hearing. The vendor may appeal the decision through the courts.

### **SECTION XIII - OWNERSHIP AND PROGRAM AUTHORIZATION**

The undersigned owner or authorized agent of the Vendor certifies that the Vendor meets all of the requirements set forth in this Agreement and further certifies that all statements and representations made in the WIC Vendor application and this Agreement are true and accurate. The undersigned further acknowledges that the State Plan provisions are incorporated by reference into and is a specific part of this Agreement.

«vendor»

STORE NAME (TYPE OR PRINT)

«address1»	«city»	«state»	«zip»
STORE STREET ADDRESS	CITY	STATE	ZIP

**NOTE:** If the Vendor is a corporation, all officers must be listed and the president of the corporation must provide the authorizing signature.

PRESIDENT (PRINTED ONLY)

SECRETARY (PRINTED ONLY)

VICE PRESIDENT (PRINTED ONLY)

TREASURER (PRINTED ONLY)

OWNER (PRINTED ONLY)

VENDOR PHONE NUMBER

SIGNATURE OF OWNER OR  
AUTHORIZED AGENT

DATE

SOCIAL SECURITY NUMBER

OR

FEDERAL EMPLOYER  
IDENTIFICATION NUMBER

STATE OF ALASKA REPRESENTATIVE

DATE

STORES IN THE CONTRACTING CHAIN INCLUDED IN THIS AGREEMENT ARE LISTED BELOW. FOR EACH STORE IN CHAIN, LIST NAME, TELEPHONE NUMBER, AND A CONTACT PERSON.

STORE NAME	STORE NAME
CONTACT PERSON	CONTACT PERSON
ADDRESS	ADDRESS
PHONE NUMBER	PHONE NUMBER
STORE NAME	STORE NAME
CONTACT PERSON	CONTACT PERSON
ADDRESS	ADDRESS
PHONE NUMBER	PHONE NUMBER
STORE NAME	STORE NAME
CONTACT PERSON	CONTACT PERSON
ADDRESS	ADDRESS
PHONE NUMBER	PHONE NUMBER


## Alaska WIC Program Complaint Form

### ALASKA WIC PROGRAM COMPLAINT REPORT

Complaint against: \_\_\_ Vendor \_\_\_ Participant \_\_\_ Alternate \_\_\_ Other

Complaint submitted by: \_\_\_ Vendor \_\_\_ Participant \_\_\_ Alternate \_\_\_ Other

Name/Store \_\_\_\_\_ Phone # \_\_\_\_\_

Address/Store branch \_\_\_\_\_

Witness \_\_\_\_\_ Phone # \_\_\_\_\_

What happened: (include names, time, date, warrant number/s (Attach additional pages

if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Date)

(Signature of Complainant)

*Office use only*

Complaint accepted by \_\_\_\_\_ Date \_\_\_\_\_

Name of Local Agency: \_\_\_\_\_

Local Agency Action Taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SEND ORIGINAL COPY TO VENDOR COORDINATOR – KEEP COPY FOR LOCAL AGENCY FILES.

## Changed Dollar Amount Forms

During a WIC transaction, a cashier may make an error in writing the amount on the warrant. This may be due to:

- Failure of the customer or cashier to include all WIC items listed on the warrant
- Including an unauthorized (non-WIC) food
- Inadvertently charging sales tax
- Transposing numbers (such as writing \$74.95 instead of \$47.95)
- Entering the total on the wrong warrant, (in cases where the customer is has more than one warrant)

Use the following procedure when it is necessary to change the dollar amount in the “Actual Amount of Sale” box because of the errors listed above.

1. Draw a single line through the incorrect amount - the original amount written should still be readable.
2. Write the correct amount next to it.
3. The cashier AND the WIC customer must BOTH initial the change on the warrant.
4. Attach the corrected register tape to the warrant. (The customer does not need a receipt, as cash refunds cannot be given for WIC foods.)
5. Fill out a WIC Warrant Dollar Change Slip (see sample) and give it to your manager with the warrant and register tape.

WIC WARRANT DOLLAR CHANGE SLIP	
Warrant No. _____	
Charged Tax _____	Forgot to Include a WIC Food _____
Mistake in Writing Amount _____	Unauthorized Product _____
Other: (explain below)	
_____	
_____	
_____	
_____	_____
Cashier Signature	Date
<b>Write the warrant number on top. Check the reason for the change. Attach this slip and the register tape to the warrant with the changed amount, then give to store manager or bookkeeper.</b>	

6. At the end of the month the manager or bookkeeper records the error on the WIC CHANGED DOLLAR AMOUNT REPORT.
7. The warrant number must be written on the back of the register tape for each transaction recorded and must be attached to the form. This is to aid in identification in the event the register receipt tape becomes detached from the reporting form.
8. The vendor may then deposit the warrant with the changed dollar amount.
9. The report and receipt tapes must be sent to the State WIC Office, 130 Seward Street, Juneau AK 99801 at the end of each month.

The information on the report will allow WIC to determine the validity of the dollar amount change. The report may include one or more warrants.

If the State WIC Office determines the change is not valid, the State WIC Office will request reimbursement from the vendor in writing.

Cashier errors covered under this policy will not result in accrual of sanction points for the vendor unless the vendor refuses to provide reimbursement for valid monetary claims made by the WIC Program.

# WIC CHANGED DOLLAR AMOUNT REPORT

(Month of \_\_\_\_\_)

Store Name: \_\_\_\_\_ WIC Vendor Number: \_\_\_\_\_

For each listed warrant - Write the warrant # on the register tape and attach the register tape to this report. Please submit this report at the end of each month to the State WIC Office, 130 Seward Street, Room 508, Juneau, Alaska 99801.

DATE	WARRANT #	ORIGINAL AMOUNT	CORRECTED AMOUNT	REASON FOR CHANGED AMOUNT
				Charged Tax ____ Unauthorized Product ____ Mistake in Writing Amount ____ Forgot to Include a WIC food ____ Other: _____ _____ _____ (Write warrant # on receipt tape. Attach tape here.)
				Charged Tax ____ Unauthorized Product ____ Mistake in Writing Amount ____ Forgot to Include a WIC food ____ Other: _____ _____ _____ (Write warrant # on receipt tape. Attach tape here.)
				Charged Tax ____ Unauthorized Product ____ Mistake in Writing Amount ____ Forgot to Include a WIC food ____ Other: _____ _____ _____ (Write warrant # on receipt tape. Attach tape here.)
				Charged Tax ____ Unauthorized Product ____ Mistake in Writing Amount ____ Forgot to Include a WIC food ____ Other: _____ _____ _____ (Write warrant # on receipt tape. Attach tape here.)
				Charged Tax ____ Unauthorized Product ____ Mistake in Writing Amount ____ Forgot to Include a WIC food ____ Other: _____ _____ _____ (Write warrant # on receipt tape. Attach tape here.)
				Charged Tax ____ Unauthorized Product ____ Mistake in Writing Amount ____ Forgot to Include a WIC food ____ Other: _____ _____ _____ (Write warrant # on receipt tape. Attach tape here.)



(Printed Name of Person Completing Report)

## Acceptable record of inventory

Vendors are required to provide appropriate inventory records if requested by authorized WIC representatives for review as evidence of WIC food purchases. These records must be maintained for each purchase and meet each of the following criteria:

Each invoice or receipt shall:

1. Be prepared entirely by the wholesaler or retailer from whom the WIC Vendor makes the purchase;
2. Identify WIC foods with the same specificity as they are identified on the WIC Authorized Food List;

FOR EXAMPLE: "Milk" is not an adequate identification. It must be specified as to the type of milk, such as "fluid", "dry", or "evaporated", and whether it is "whole", "low-fat", or "nonfat", etc. Similarly, "fruit juice" is not an adequate identifier. The type of juice, e.g., "orange", "grapefruit", must be indicated, and in the case of apple or pineapple juice, the brand must also be noted;

3. Identify the quantity of each WIC food purchased from your wholesaler both in terms of number of containers, cans, boxes, etc., and in number of ounces, pounds, etc. per container;
4. Indicate the unit price for each WIC food item purchased; and
5. Indicate the date of purchase, the seller, and the WIC Vendor who made the purchase.

Inventory records must be kept for 12 months as a condition of participation in the WIC Program. Failure to maintain records as described above can result in assessment of penalty points.

## Vendor Monitoring Form

Store Name \_\_\_\_\_ Vendor No. \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Store Manager \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Name of Reviewer \_\_\_\_\_ Title \_\_\_\_\_

Please check if this vendor is exempt from the requirement to stock:

\_\_\_\_\_ fresh milk      \_\_\_\_\_ infant cereal and formula

### PART I: ON-SITE MONITORING

A. Interview with Store Manager/Representative: Name \_\_\_\_\_

Title \_\_\_\_\_ Signature \_\_\_\_\_

1. Has the store ownership changed since the last agreement? \_\_\_\_\_ Yes      \_\_\_\_\_ No

2. What does he/she feel are the benefits of the WIC Program?

3. (a) How do employees in the store learn about the WIC Program and procedures?  
When was "in-house" cashier training last done?

(b) Does the store provide WIC Vendor Manual, Vendor guide, list of WIC foods, and warrant redemption procedures to cashiers?

4. (a) How does the store management make sure WIC transactions are handled properly?  
Are warrants audited for errors? Can warrants be traced to a cashier?
- (b) Ask to see WIC warrants redeemed that day. Are warrants filled out properly and used within allowable time frame?
5. Are there any problems with WIC customers or any other aspects of the Program? If so, describe:
6. Does he/she have any suggestions for improving the Program?
7. Would he/she like a training session for cashiers? Does he/she need other information? If so, describe:
8. Is he/she aware of the WIC Program complaint form?
9. If this is a rural or bush vendor, are the food pick-up slip requirements and procedures understood?
10. If problems were identified during the monitoring visit, how does he/she plan to correct these problems?

#### B. Observation

1. During the visit, did reviewer observe questionable WIC participant treatment or improper processing of a WIC warrant? If so, please describe:

#### C. Interview with Cashier(s)

1. If possible, interviews with more than one cashier should be completed. Ask cashier(s) to briefly

go over how he/she handles a WIC transaction. Check steps completed during transaction:

- |  |   |
|--|---|
| <input type="checkbox"/> asks to see I.D. card                       | <input type="checkbox"/> checks amounts and brands      |
| <input type="checkbox"/> checks dates on warrant                     | <input type="checkbox"/> makes sure amount is filled in |
| <input type="checkbox"/> separates WIC foods<br>from other purchases | <input type="checkbox"/> checks for client's signature  |

D. Was an interactive training conducted during the monitoring visit?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, list the topics discussed as well as the names of attendees.

Topics:

---

---

---

Attendees:

_____	_____
_____	_____
_____	_____
_____	_____

E. Check the store's minimum stock inventory using the checklist on the next page.

### Minimum Stock Requirements

Food Item	Type of Inventory	Quantities required to stock	Minimum Stock	
			Yes	No
MILK	<u>Fluid Milk (Whole/Skim/Low Fat ):</u> gallon and half gallon <u>or</u> <u>UHT:</u> quart package <u>or</u> <u>Nonfat dry:</u> quart package <u>or</u>  <u>Evaporated:</u> 12 oz can	Total of 18 gallons fluid milk Total of 54 quarts Total of 80 quarts when reconstituted Total of 96 - 12 oz cans		
CHEESE	Two varieties from the WIC Food List: No packages smaller than 8 ounces	Total of 8 pounds		
CEREAL	Five varieties (four cold, one hot) from the WIC Food List: Minimum box size 8 ounces	Total of 12 boxes		
EGGS	Small, medium or large. White only	Total of 8 dozen		
JUICES	Three varieties from the WIC Food List: frozen, concentrate or canned	Equivalent combination of: 24 – 11.5/12 oz frozen/conc, or 24 - 46 oz cans		
CARROTS	Fresh, frozen (plain), or canned (plain)	4 - 2 lb. bags fresh, or 8 - 1 lb. bags frozen, or 8 - 14.5 oz cans		
SALMON & TUNA	Pink, canned <u>and</u>	8-14.75 oz cans		
	Plain, packed in oil or water	16 - 6.25 oz cans		
DRIED BEANS, PEAS, LENTILS & MIXED BEANS	Two varieties from the WIC Food List	4 - 1 pound bags		
PEANUT BUTTER	Low sodium, Low sugar allowed. No low fat, or added marshmallow, jelly, honey or molasses. No organic.	4 - 18 oz jars		
INFANT CEREAL	Two cereal grains: 8 oz or 16oz boxes (one must be rice) Gerber, Heinz and Beechnut brands only.	Total of 12 boxes		
INFANT FORMULA	WIC contract formula (milk base <u>and</u> soy base) in powder and concentrate form  <b>(*Not required in small villages if there are no participants using them. Local WIC agency will inform vendors if there is need to stock items. Vendor must stock items within 72 hours of local WIC agency request.)</b>	Total of 32 – 14.3 oz cans Enfamil powder Total of 9 - 14 .3 oz cans Enfamil Prosobee powder* Total of 18 – 14.3 oz cans Enfamil Lactofree powder* Total of 16- 13 oz cans Enfamil Prosobee concentrate*  Total of 31-13 oz cans Enfamil concentrate*		

**Vendors in rural locations with population of less than 5,000 are required to stock UHT, powdered and evaporated milk only, and are not required to stock fresh milk, infant formula or infant cereal. Local WIC agency will inform vendors if infant**

formula and infant cereal is needed to be stocked. Vendor must stock items within 72 hours of Local WIC agency request. Pharmacies must maintain a minimum formula stock and must provide special formula(s) within 72 hours.

## PART II: AFTER THE ON-SITE VISIT

- A. Describe general impressions from the actual visit:
- B. Is stock adequate for the average number of WIC participants served by this store?
- C. Describe any problem areas:
- D. Does reviewer know, either from participant complaints or from the on-site monitoring visit, if this vendor has:

YES NO

- |     |     |   |
|-----|-----|---|
| ___ | ___ | Provided cash or credit for food instruments?                   |
| ___ | ___ | Provided non-food items for WIC food items?                     |
| ___ | ___ | Provided unauthorized food items?                               |
| ___ | ___ | Charged WIC customers more for food than non-WIC customers?     |
| ___ | ___ | Charged for food items not received?                            |
| ___ | ___ | Charged State for food provided in excess of foods on warrants? |
| ___ | ___ | Redeemed warrants before or after the 30-day period specified?  |

- E. Reviewer's recommendations: (Briefly describe reason(s) for recommending renewal authorization or non-reauthorization of Vendor agreement.)

F. Signature of Reviewer \_\_\_\_\_ Date \_\_\_\_\_



## Cashier Quiz

Name of Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

Store Name: \_\_\_\_\_ Location: \_\_\_\_\_

	TRUE	FALSE
1. A WIC participant must show a picture I.D. before redeeming a WIC warrant.	_____	_____
2. If the warrant issue date is from <u>January 1 through January 31</u> , and today is January 31, the warrant is valid.	_____	_____
3. If the warrant issue date is from <u>January 1 through January 31</u> , and today is December 31, the warrant is valid.	_____	_____
4. Only the person who received the warrant in the clinic may use the warrant at the store.	_____	_____
5. All participants in the WIC Program have been determined to be at nutritional risk (anemia, poor growth, etc.)	_____	_____
6. A WIC participant is not required to buy <u>all</u> of the foods on the warrant, (except formula) and cannot buy <u>more</u> than the amounts listed.	_____	_____
7. If the store is out of a certain WIC food, a non-WIC food may then be substituted.	_____	_____
8. If a store is out of a WIC food, it is better to give a rain check than to have the participant come back.	_____	_____
9. If two warrants are being redeemed at the same time, you may ring them up as one warrant as long as it is not over \$150.	_____	_____
10. The following are WIC cereals:		
Rice Krispies	_____	_____
Frosted Flakes	_____	_____
Gerber's Rice      cereal w/fruit	_____	_____
Raisin Bran	_____	_____
Life	_____	_____
Rice Chex	_____	_____
11. The following are WIC cheeses:		
Am. processed	_____	_____
Cheddar	_____	_____
Processed cheese food	_____	_____
12. The following are WIC juices:		
Any orange juice	_____	_____
Any apple juice	_____	_____
Hawaiian punch	_____	_____
Hi C	_____	_____
13. A WIC participant may get low-iron formula because it is iron-fortified.	_____	_____
14. Which items on the warrant <u>must</u> be filled out in the store?		

\_\_\_\_\_

## Cashier Quiz Answers

Name of Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

Store Name: \_\_\_\_\_ Location: \_\_\_\_\_

	TRUE	FALSE
1. A WIC participant must show a picture I.D. before redeeming a WIC warrant.	<u>  X  </u>	<u>      </u>
2. If the warrant issue date is from <u>January 1</u> through <u>January 31</u> , and today is January 31, the warrant is valid.	<u>  X  </u>	<u>      </u>
3. If the warrant issue date is <u>January 1 through January 31</u> , and today is December 31, the warrant is valid.	<u>      </u>	<u>  X  </u>
4. Only the person who received the warrant in the clinic may use the warrant at the store.	<u>      </u>	<u>  X  </u>
5. All participants in the WIC Program have been determined to be at nutritional risk (anemia, poor growth, etc.)	<u>  X  </u>	<u>      </u>
6. A WIC participant is not required to buy <u>all</u> of the foods on the warrant, (except formula) and cannot buy <u>more</u> than the amounts listed.	<u>  X  </u>	<u>      </u>
7. If the store is out of a certain WIC food, a non-WIC food may then be substituted.	<u>      </u>	<u>  X  </u>
8. If a store is out of a WIC food, it is better to give a rain check than to have the participant come back.	<u>      </u>	<u>  X  </u>
9. If two warrants are being redeemed at the same time, you may ring them up as one warrant as long as it is not over \$150.	<u>      </u>	<u>  X  </u>
10. The following are WIC cereals:		
Rice Krispies	<u>      </u>	<u>  X  </u>
Frosted Flakes	<u>      </u>	<u>  X  </u>
Gerber Rice Cereal w/fruit	<u>      </u>	<u>  X  </u>
Raisin Bran	<u>      </u>	<u>  X  </u>
Life	<u>  X  </u>	<u>      </u>
Rice Chex	<u>  X  </u>	<u>      </u>
11. The following are WIC cheeses:		
Am. processed	<u>  X  </u>	<u>      </u>
Cheddar	<u>  X  </u>	<u>      </u>
Processed cheese food	<u>      </u>	<u>  X  </u>
12. The following are WIC juices:		
Any orange juice	<u>  X  </u>	<u>      </u>
Any apple juice	<u>      </u>	<u>  X  </u>
Hawaiian punch	<u>      </u>	<u>  X  </u>
Hi C	<u>      </u>	<u>  X  </u>
13. A WIC participant may get low-iron formula because it is iron-fortified.	<u>      </u>	<u>  X  </u>
14. Which items on the warrant <u>must</u> be filled out in the store?		

signature of Guardian or alternate or WIC participant   
 amount of sale   
 vendor stamp

## Farmers' Market Nutrition Program

The Farmers Market Nutrition Program (FMNP) promotes the purchase of fresh fruits and vegetables from farmers and farm stands in Alaska. WIC participants may be issued 5 warrants worth \$4 each to be used throughout the growing season. FMNP warrants CANNOT be used at retail grocery stores and, like regular WIC warrants, they cannot be exchanged for cash.

501.5-1005409782/032301.FMNP.FWG		State of Alaska		89-52	Warrant No. 99980043			
WIC Participant must use this warrant		Farmers' Market Warrant		1252				
between 05/01/2002 and 10/31/2002		WIC Program						
<p>This check may ONLY be used at WIC approved Alaska Farmers' Market and Farm Stands to buy locally grown fresh vegetables, herbs, fruits, and berries.</p> <p>NO CHANGE NOT GOOD FOR CASH NOT GOOD AT GROCERY STORES</p>		 <b>VOID</b>		<table border="1"><tr><td>Amount of Sale</td></tr><tr><td><b>\$4.00</b></td></tr><tr><td>Farmer Official Stamp</td></tr></table>		Amount of Sale	<b>\$4.00</b>	Farmer Official Stamp
Amount of Sale								
<b>\$4.00</b>								
Farmer Official Stamp								
FARMER: Do not accept unless you have an Alaska WIC Program Farmers' Market Agreement.				No payment without official stamp				
ALL FARMERS' MARKET WARRANTS MUST BE DEPOSITED BY NOVEMBER 30, 2002								
99980043 1252500523								

**Sample FMNP Warrant—CANNOT BE USED AT RETAIL STORES**

## ORDER FORM FOR VENDOR SUPPLIES

<u>Item Description</u>	<u>Quantity</u>
Vendor Number Stamp	_____
Ink for Number Stamps	_____
Shelf Tags for WIC Food Items	_____
Poster "We Accept WIC Warrants"	_____
Dollar Change Amount Slips (pink slips)	_____
Dollar Change Amount Monthly Report Form	_____
WIC Food Pick-up Slips (only authorized rural vendors)	_____
WIC Food Pick-up Slip Instructions	_____
Cashier Training Video	_____
Vendor Manual (Vendor Policies & Procedures)	_____
WIC Vendor Guide (for cashiers)	_____
<u>WIC Approved Food Lists:</u>	
Checkstand 'card style,' (5-1/2" x 8-1/2")	_____
Folded booklet style	_____
Placemat' style (8-1/2" x 14")	_____
WIC Bean Recipe Cards	_____

